

# **Observation Capture Guide**

Supervisor Guide

Purpose	Use this guide for assistance on completing Observation Captures
Intended Audience	Rotation Supervisors, Education Supervisors, Advanced Training Supervisors, Directors of Physician Educations (DPEs), Network DPEs and Training Program Coordinators (TPCs), collectively referred to as 'supervisors' throughout the document, except for specific sections which may have systems view or information related to a certain role.
Context	This guide provides guidance on how supervisors complete and initiate an Observation Capture and provide a trainee feedback on an Observation Capture.

#### How to use this document:

The document is structured into 6 sections, representing 7 key Observation Capture for supervisors learning outcomes.

To open the navigation pane in Adobe Acrobat, navigate to the left side of your screen and click on the 'arrow' icon  $\blacktriangleright$  and then the 'bookmark' icon  $\Box$ .



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### **Version control**

Update by	Date	Version	Note
TMP Project	22/01/25	2.0	Final version - Horizon 2C updates added
TMP Project	19/11/24	1.0	Initial version



## Section 1: Log in to the Portal

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

1. Navigate to the TMP Portal and click on **Sign in** located on the top right corner of the screen. Refer to **Figure 1**.



Figure 1

2. Enter your RACP User ID and click on Next. Refer to Figure 2.



Figure 2



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

★ testuser1@racp.edu.au Enter password	
Password	
Forgot my password	Sign in
Welcome to the RACP login page.	

Figure 3



# Section 2: Review my Trainees' completed Observation Captures

**Context:** Use these instructions as a Supervisor to review and evaluate your Trainees' submitted observation captures. An Observation Capture can be at the following status visible to both Trainees and Supervisors:

- **Draft**: The Observation Capture is in draft with the party who created it (either Trainee or Supervisor).
- **Submitted to Assessor for Review**: The Observation Capture has been sent to the assessor (which may be an Unrelated Assessor, or Supervisor) for review.
- **Completed Pending Reflection:** An assessor initiated the Observation Capture and has submitted their sections. The Observation Capture has been sent to the trainee for reflection.
- **Completed:** Assessor feedback and trainee reflections have been captured, verified and submitted..
- **Cancelled**: The assessor or trainee has cancelled the Observation Capture.
- **Assessor request declined**: The assessor has declined the invitation to provide feedback on the Observation Capture.



1 Click on My Trainees in the navigation bar. Refer to Figure 4.

Figure 4

2 On **My Trainees** page, you will be able to view a list of your Trainees and their Training Programs. Select a Training Program by clicking on the **Trainee's name hyperlink** in the Trainee column of the grid. Refer to **Figure 5**.



Specialists Together		Appl	lications	My Trainees 🗸	My Assigned Actions	Elinor DPE <del>-</del>
Home / My Trainees						
My Trainees						
As a DPE/TPC		As a Rotation Supervisor		A	s an Education Supervisor	
Click here					þearch	۹
Trainee 1	Training Program	Training Phase				Actions
Thomas McClymont	Basic Training AU (AM) 20	125				~
						_

Figure 5

3 Navigate to the **Assessment Requirements** tab. Refer to **Figure 6.** 

ne / My Trainees / Basic Training / ASIC Training AU ( Domas McClymont - 11681 General hase Requirements	AU (AM) 2025 (AM) 202 14 Assessment Req	25 uirements	Learning Goal Requirements	Clini	cal Experiences	Training I	X Exit Plan
asic Training AU ( omas McClymont - 11681 General hase Requirements	(AM) 20 14 Assessment Reg	25 ulirements	Learning Goal Requirements	Clini	cal Experiences	Training	× Exit Plan
General General hase Requirements	4 Assessment Req		Learning Goal Requirements	Clini	cal Experiences	Training I	Plan
General	Assessment Req		Learning Goal Requirements	Clini	cal Experiences	Training I	Plan
hase Requirements		Clink h					
I≡ My Open Assessments ▼		Click h	ere				
Name Asse	essment Tool	Completed Qty	Assessment Tool Required Q	ty Comple	te By Phase	Complete By Phase Period	Actions
Basic Training AU (AM) 2025 - Learn Learning Capture - 1	ning Capture	1	10	Basic Tra 2025 - 1	aining AU (AM) I - Foundation	Start of Phase	~
Basic Training AU (AM) 2025 - Observation Capture - 6	ervation Capture	6	10	Basic Tra 2025 - 1	aining AU (AM) I - Foundation	Start of Phase	~

#### Figure 6

4 Within the **Phase Requirements section** are the Trainees' Assessment Requirements. Observe the **Assessment Tool column** in the grid. Observation Capture will be listed as an assessment, click on it to open. Refer to **Figure 7.** 



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Phase Requirements						
⊞ My Open Assessments ▼						
Name	Assessment Tool	Completed Qty	Assessment Tool Required Qty	Complete By Phase	Complete By Phase Period	Actions
Basic Training AU (AM) 2025 - Learning Capture - 1	Learning Capture	1	10	Basic Training AU (AM) 2025 - 1 - Foundation	Start of Phase	~
Basic Training AU (AM) 2025 - Observation Capture - 6	Observation Capture	6	10	Basic Training AU (AM) 2025 - 1 - Foundation	Start of Phase	~

#### Figure 7

5 The **Assessment Details** screen will present, providing you with information regarding the Observation Capture requirement for the training program. Scroll to appropriate section to review. Refer to **Figure 8**.

			Applicatio	ns My Trainees -	My Assigned Actions	Elinor DPE
me / My Trainees / Trainee Prog	gram Cohor / Assessment	Details				
ssessment Deta	ils					_
omas McClumont - 116	014					×B
omas weetymone i no	014					
Assessment Tool	Observation Ca	pture				
Requirement Type	Mandatory					
Assessment Tool Required Qty	10					
Assessment Due By	Start of Phase -	1 - Foundation				
Assessment Status	Incomplete					
Observation Captures - f	eedback requested					
Title	Date of Observation ↑	Submitted On 个	Learning Goal	Status	Completion Date	Actions
Emergency response 1	101020004			Consolution		
consequency response in	16/12/2024	14/01/2025	Acutely unwell patients	Completed	16/12/2024	~
Individual Assessment 1	14/01/2025	14/01/2025	Acutely unwell patients	Assessor Declined Req	16/12/2024 uest	× •
Individual Assessment 1	14/01/2025	14/01/2025	Acute kidney injury	Assessor Declined Req	16/12/2024 uest	ž
Individual Assessment 1	14/01/2025	14/01/2025	Acutely unwell patients	Assessor Declined Req	16/12/2024 uest	~
Individual Assessment 1	14/01/2025	14/01/2025	Acute kidney injury	Assessor Declined Req	16/12/2024	~
Individual Assessment 1	14/01/2025	14/01/2025	Acute kidney injury	Assessor Declined Req	16/12/2024	~
Individual Assessment 1	14/01/2025	14/01/2025	Acute kidney injuny	Assessor Declined Req	16/12/2024 uest +Add Observatio	v v
Individual Assessment 1 Observation Capture - ac	14/01/2025	14/01/2025	Acute kidney injury	Assessor Declined Req Status	+Add Observatio Completion Bate	v Cupture Actions
Individual Assessment 1 Dbservation Capture - ac	14/01/2025 Ided by me Date of Observation ↑ 14/01/2025	14/01/2025	Acute kidney injury Learning Goal	Assessor Declined Req Status Draft	+Add Observation Completion Date	v v an Dupture Actions v
Individual Assessment 1 Dbservation Capture - ac	14/01/2025 dded by me Date of Observation ↑ 14/01/2025 14/01/2025	14/01/2025 14/01/2025 Submitted On ↑ 14/01/2025	Acute kidney injury Learning Goal Acute kidney injury	Assessor Declined Req Status Draft Completed	+Add Observation Completion Date 14/01/2025	<ul> <li>Actions</li> <li></li> </ul>
Individual Assessment 1 Observation Capture - ac	14/01/2025 Date of Observation ↑ 14/01/2025 14/01/2025	14/01/2025 14/01/2025 Submitted On ↑ 14/01/2025	Acute kidney injuny Learning Goal Acute kidney injuny	Assessor Declined Req Status Draft Completed	+Add Observatio Completion Date 14/01/2025	en Capture Actions
Individual Assessment 1 Observation Capture - ac	14/01/2025 Date of Observation ↑ 14/01/2025 14/01/2025	14/01/2025 14/01/2025 Submitted On ↑ 14/01/2025	Acute kidney injury Learning Goal Acute kidney injury	Assessor Declined Req Status Draft Completed	+Add Observation Completion Date 14/01/2025	<ul> <li>Actions</li> <li></li> </ul>
Individual Assessment 1 Dibaervation Capture - ac	14/01/2025 dded by me Date of Observation ↑ 14/01/2025 14/01/2025	14/01/2025 Submitted On ↑ 14/01/2025	Acute kidney injury Learning Goal Acute kidney injury	Assessor Declined Req Status Draft Completed	+Add Observation Completion Date 14/01/2025	v Cupture Actions v
Individual Assessment 1 Dibaervation Capture - ac Title Individual Assessment 2 Dibaervation Captures - c	14/01/2025 dded by me Date of Observation ↑ 14/01/2025 14/01/2025	14/01/2025 14/01/2025 Submitted On ↑ 14/01/2025	Acute kidney injury Learning Goal Acute kidney injury	Status Draft Completed	16/12/2024 4x4d Observation Completion Date 14/01/2025	vi Capara Actions
Individual Assessment 1 Observation Capture - ac Title Individual Assessment 2 Dibservation Captures - c Title	tivit2/2024 14/01/2025 Date of Observation ↑ 14/01/2025 14/01/2025 Date of Observation ↓	14/01/2025 14/01/2025 Submitted On ↑ 14/01/2025 Submitted On	Acute kidney injury Learning Goal Learning Goal	Status Completed Status Status	+Add Observation +Add Observation Completion Date Completion Date	v Capture Actions Actions
Individual Assessment 1 Dbservation Capture - ac Title Individual Assessment 2 Dbservation Captures - o Title Emergency response 4	tiv 12/2024 14/01/2025 dded by me Date of Observation ↑ 14/01/2025 Date of Observation ↓ 14/01/2025	14/01/2025 14/01/2025 Submitted On ↑ 14/01/2025 Submitted On 14/01/2025	Acute kidney injury Acute kidney injury Learning Goal Acute kidney injury Learning Goal Clinical Assessment	Status Completed Completed Status Completed Cancelled	+Add Observation +Add Observation Completion Date 14/01/2025 Completion Date	<ul> <li>Constant</li> <li>Actions</li> <li>Actions</li> <li>Constant</li> </ul>

Figure 8



 $\bigcirc$ 

*Note:* Please refer to **Section 3** of this guide for steps on accepting or declining the Observation Capture



## Section 3: Reviewing Observation Capture Feedback Requests (Trainee initiated)

**Context:** These instructions outline how a trainee initiates an observation capture and requests a supervisor to observe them completing a work task. Following the request, a supervisor would observe the trainee performing a task and provide feedback on this form.

1. Log in to the Portal and click on **My Assigned Actions** from the **Navigation bar**. Refer to **Figure 11**.



Figure 9

2. Click on the **Observation Capture tab**. Refer to **Figure 12**.

Specialists. Tog	ther		Applicat	ons My Trainees 🗸	My Assigned Actions	Elinor DPE •
Home / My Assign	ed Actions					
My Assig	ned Actio	ns				
I hese actions had	we been assigned to	you for review and/or action. For a	a full list of your requirements, please refer	My Trainees Page.		
Rotation	Plan	Observation Capture	Learning Capture	Applications	Progran	n Level
Observation C	apture - Asse	ssment Requested	Click here			
Date of Observation	Trainee Name	Training Program	Assessment Due By	Learning Goal	Submitted On 个	Actions
13/11/2024	John Taylor	Basic Training AU (AM) 2025	Start of Phase - 1 - Foundation	Professional Behaviours	13/11/2024	~
14/01/2025	Thomas McClymont	Basic Training AU (AM) 2025	Start of Phase - 1 - Foundation	Acute kidney injury	14/01/2025	~

#### Figure 10

 Under the Observation Capture – Assessment Requested section, see a list of all Observation Captures you are required to review and provide your inputs on. Refer to Figure 13. **RACP Specialists. Together** EDUCATE ADVOCATE INNOVATE

Specialists. Tog	ether		Applica	ations My Trainees -	My Assigned Actions	Elinor DP
ne / My Assign	ed Actions					
y Assig	ned Actic	ons				
These actions ha	ave been assigned to	you for review and/or action. For a	a full list of your requirements, please refe	er My Trainees Page.		
Rotation	Plan	Observation Capture	Learning Capture	Applications	Program	n Level
servation C	apture - Asse	ssment Requested				
servation C	apture - Asse	ssment Requested				
Servation C Date of Observation	apture - Asse Trainee Name	ssment Requested	Assessment Due By	Learning Goal	Submitted On 个	Actions
Date of Observation 13/11/2024	Trainee Name John Taylor	SSMENT Requested Training Program Basic Training AU (AM) 2025	Assessment Due By Start of Phase - 1 - Foundation	Learning Goal Professional Behaviours	Submitted On ↑ 13/11/2024	Actions

Figure 11

4. To **approve/review**, click on the downward facing arrow under **Actions**, click on **Review**. Refer to **Figure 14.** 

Rotation I	Plan	Observation Capture	Learning Capture	Applications	Program Level
Date of Observation	Trainee Name	Training Program	Assessment Due By	Learning Goal	Click here tions
Date of Observation 13/11/2024	<b>Trainee Name</b> John Taylor	Training Program Basic Training AU (AM) 2025	Assessment Due By Start of Phase - 1 - Foundation	<b>Learning Goal</b> Professional Behaviours	Click here

#### Figure 12

5. The **Observation Capture - Review** page will appear, where you will be able to view the details. Refer to **Figure 15**.



	Specialists. Together	Applications	My Trainees 🗸	My Assigned Actions	Elinor DPE 🗸
	Home / My Assigned Actions / Observation Capture - Review				
(	Observation Capture - Review				× Exit
	Trainee and Observation Details		Learning G	Goal	
-					_
	Trainee & Program Details				
	Trainee MIN *				
	116814				
	Trainee Name				
	Thomas McClymont				
	Training Program				
	Basic Training AU (AM) 2025				
	Trainee Program Cohort Phase *				
	2 - Consolidation				
	Date of Observation *				
	14/01/2025				

Figure 13

6. Scroll down to view the **Observation Capture** details. Make any updates required and click **Save and Next**. Refer to **Figure 16**.

Observation Canture Type *			
Individual Assessment			
Summary of Activity *			
Follow up with a patient who had an acute kidney injury one mon	th ago.		
Complexity *			
Medium			
Select the primary learning goal to which this observation appli	ies *		
Acute kidney injury			× Q
		Olishham	
		Click here	

Figure 14

**RACP** Specialists. Together EDUCATE ADVOCATE INNOVATE

#### 7. Scroll through the **Review** section and view the details entered. Refer to **Figure 17**.

Observation Capture Details
Observation Capture Type *
Individual Assessment
Summary of Activity *
Follow-up with a patient who had an acute kidney injury one month ago
Complexity *
Medium
Learning Goal
Primary Learning Goal
Acute kidney injury

#### Figure 17

## 8. Review the **Learning Goal Components** section. Only the observed components should be selected. Refer to **Figure 18**.

Learning Goal C	Components		
Select the learning go	al components observed during the Observation Capture.		
# 1	Name	Observed	Actions
1	assess seriously unwell or injured patients, and initiate management	Yes	Yes No
2	recognise clinical deterioration, and respond by following the local process for escalation of care	No	Yes No
3	recognise and manage patients with acute conditions, including those who require treatment	Yes	Yes No

#### Figure 18

9. Review the **Trainee Reflection** section that the trainee has completed. Refer to **Figure 19**.





- 10. Complete the **Assessor Feedback** section and provide inputs in the mandatory fields marked with an asterisk listed below. Refer to **Figure 20**.
  - 11. How much supervision did the trainee require during this activity?
  - 12. What did the trainee do well?
  - 13. What could the trainee improve upon to improve their performance?

The below section is to be filled in by the <b>Assessor</b>		
low much supervision did the trainee require during this activity? $^{\star}$		
3 - Is able to act with indirect supervision (e.g. supervisor is physically located within the training setting)	×	۹
Vhat did the trainee do well? *		
Reviewing of markers and investigation results to assess the patient's GFR.		
Optimising medicines management		
Vhat could the trainee improve upon to improve their performance? *		
Discussing the potential complications that can be experienced by the patient long term as well as the importance of monitoring blood pressure and	I risks of pre-eclampsi	а
during the pregnancy.		

Figure 20



- 14. Scroll down and check the **Assessor Declaration** to verify the accuracy of the information provided and check the **Ready to Submit** button. Refer to **Figure 21**.
- 15. Once satisfied, click the **Submit** button. Refer to Figure 21.

Declarations
Trainee Declaration
Information in the assessor feedback is accurate and has been completed with the assessor. I acknowledge that this information is subject to verification by the assessor.
Assessor Declaration
I have reviewed the details in the assessor feedback and verify the accuracy of the information provided. *
Click here
Ready to Submit
Click hore
Comments
connicitts
Note Text
There are no activities to display.
Click here
Click here
Previous

Figure 21

 To decline the Observation Capture assessment request from the trainee, click on the downward facing arrow under Actions, and click on Decline Request. Refer to Figure 22.

Specialists. Toge	ether		Applic	cations My Trainees -	My Assigned Actions	Elinor DPE 👻
me / My Assign	ed Actions					
ly Assig	ned Actio	ons				
These actions ha	ave been assigned to	you for review and/or action. For	a full list of your requirements, please re	fer My Trainees Page.		
Rotation	Dian	Observation Capture	Learning Capture	Applications	Program	Level
notation	Pidii					
servation C	apture - Asse	ssment Requested				
servation C	apture - Asse	ssment Requested				
Date of Observation	apture - Asse Trainee Name	ssment Requested	Assessment Due By	Learning Goal	Sub Click be	ns
Date of Observation 13/11/2024	apture - Asse Trainee Name John Taylor	ssment Requested Training Program Basic Training AU (AM) 2025	Assessment Due By Start of Phase - 1 - Foundation	Learning Goal Professional Behaviours	Sub 13/1 Click her	re ns
Date of Observation           13/11/2024           14/01/2025	Trainee Name John Taylor Thomas McClymont	ssment Requested Training Program Basic Training AU (AM) 2025 Basic Training AU (AM) 2025	Assessment Due By Start of Phase - 1 - Foundation Start of Phase - 1 - Foundation	Learning Goal Professional Behaviours Acute kidney in	Sub 13/1 Click her	re ns

Figure 22



17. Once declined, you will see a system notification at the top of the screen to advise that the Feedback Request has been successfully declined. See **Figure 23**.

Observation Capture feedback request de	clined.						
	RACP	ther		Application	s My Trainces +	My Assigned Actions	Elinor DPE -
	Home / My Assign	ed Actions					
	My Assig	ned Actic	ons				
	• These actions ha	ve been assigned to	o you for review and/or action. For a fi	ull list of your requirements, please refer My	Trainees Page.		
	Rotation	Plan	Observation Capture	Learning Capture	Applications	Program	n Level
	Observation C	apture - Asse	ssment Requested				
	Date of Observation	Trainee Name	Training Program	Assessment Due By	Learning Goal	Submitted On 个	Actions
	13/11/2024	John Taylor	Basic Training AU (AM) 2025	Start of Phase - 1 - Foundation	Professional Behaviours	13/11/2024	~

#### Figure 23



The Trainee will then be notified of their Observation Capture Feedback Request Outcome via email and portal comment in **Communication History**.

Once declined, the Observation Capture Feedback request will not be visible in Supervisor's list. The Trainee will be notified, and they can redraft the Observation Capture, select a different assessor, or cancel.



## **Section 4: Initiate an Observation Capture**

**Context:** An Observation Capture can be initiated by a supervisor or a trainee. These instructions outline how a supervisor would open a new Observation Capture form to enter in details of an observed encounter.

Only related assessors can initiate an Observation Capture. For example, if the user is not a trainee's supervisor linked via setting or rotation plan, they cannot initiate an Observation Capture.

1. Click on My Trainees in the Navigation bar. Refer to Figure 24.



Figure 154

2. On **My Trainees** page, you will be able to view a list of your Trainees and their Training Programs. Select a Training Program by clicking on the **Trainee's name hyperlink** in the Trainee column of the grid. Refer to **Figure 25.** 

BACP Specialists. Together			Applications	My Trainees 👻	My Assigned Actions	Elinor DPE 🗕
Home / My Trainees						
My Trainees						
As a DPE/TPC		As a Rotation Supervisor		A	s an Education Superviso	r
Click here					Search	Q
Trainee ↑	Training Program	Training Pha	se			Actions
Thomas McClymont	Basic Training AU (AM) 20	)25				~

Figure 25

3. Navigate to the Assessment Requirements tab. Refer to Figure 26.



Specialists. Together				Applications	My Trainees 👻	My Assigned Actions	Elinor DPE
Home / My Trainees / Basic Tra	ining AU (AM) 2025						
Basic Training A	.U (AM) 20	25					× F
Fhomas McClymont - 11	16814						× Ex
General	Assessment Rec	quirements	Learning Goal Requirements	Clini	ical Experiences	Training	Plan
Phase Requirements		Click he	ere				
⊞ My Open Assessments ▼							
i≣ My Open Assessments ▼ Name	Assessment Tool	Completed Qty	Assessment Tool Required	Qty Comple	te By Phase	Complete By Phase Period	Actions
I≡ My Open Assessments ▼ Name Basic Training AU (AM) 2025 - Learning Capture - 1	Assessment Tool Learning Capture	Completed Qty	Assessment Tool Required	Qty Comple Basic Tr 2025 - 1	<b>te By Phase</b> aining AU (AM) I - Foundation	Complete By Phase Period Start of Phase	Actions
I I My Open Assessments ▼ Name Basic Training AU (AM) 2025 - Learning Capture - 1 Basic Training AU (AM) 2025 - Observation Capture - 6	Assessment Tool Learning Capture Observation Capture	Completed Qty 1 6	Assessment Tool Required	Qty Comple Basic Tr 2025 - 1 Basic Tr 2025 - 1	te By Phase aining AU (AM) I - Foundation aining AU (AM) I - Foundation	Complete By Phase Period Start of Phase Start of Phase	Actions ~ ~

4. Within the **Phase Requirements section** are the Trainees' Assessment Requirements. Observe the **Assessment Tool column** in the grid Observation Capture will be listed as an assessment, click on the hyperlink under the **Name** column to open. Refer to **Figure 27.** 

Home / My Trainees / Basic Training AU (AM) 2025 Basic Training AU (AM) 2025 Thomas McClymont - 116814 General Assessment Requirements Learning Goal Requirements Clinical Experiences Training Plan Phase Requirements E My Open Assessments - Name Assessment Tool Completed Qty Assessment Tool Required Qty Complete By Phase Complete By Phase Period Act Basic Training AU (AM) 2025- Learning Capture -1 10 Basic Training AU (AM) Start of Phase Basic Training AU (AM) 2025- Learning Capture -1 0 Basic Training AU (AM) 2025- Deservation Capture 6 10 Basic Training AU (AM) Start of Phase 2025 - 1 - Foundation Start of Ph	Specialists. Together				Applications	My Trainees 🗸	My Assigned Actions	Elinor DPE
Basic Training AU (AM) 2025         Image: Sessment Pequirements       Learning Goal Requirements       Clinical Experiences       Training Plan         Mane       Assessment Tool       Completed Qty       Assessment Tool Requirement of Complete By Phase       Complete By Phase Period       Act         Basic Training AU (AM) 2025-       Learning Capture       1       10       Basic Training AU (AM)       Start of Phase       Act         Basic Training AU (AM) 2025-       Observation Capture       6       10       Basic Training AU (AM)       Start of Phase       Act	lome / My Trainees / Basic Tra	nining AU (AM) 2025						
Image: Content of the set of the s	Basic Training A	AU (AM) 20	25					
General       Assessment Requirements       Learning Goal Requirements       Clinical Experiences       Training Plan         Phase Requirements	homas McClymont - 1	16814						×Đ
Phase Requirements         Image       Assessment Tool       Completed Qty       Assessment Tool Required Qty       Complete By Phase       Complete By Phase Period       Active State of Phase         Basic Training AU (AM) 2025 - Learning Capture       1       10       Basic Training AU (AM)       Start of Phase       Active State of Phase         Basic Training AU (AM) 2025 - Observation Capture - 6       10       Basic Training AU (AM)       Start of Phase       Active State of Phase	General	Assessment Rec	quirements	Learning Goal Requirements	Clin	ical Experiences	Training	Plan
Image: Segments -       Assessment Tool       Completed Qty       Assessment Tool Required Qty       Complete By Phase       Complete By Phase Period       Act         Basic Training AU (AM) 2025-       Learning Capture       1       10       Basic Training AU (AM)       Start of Phase       Act         Basic Training AU (AM) 2025-       Learning Capture -1       10       Basic Training AU (AM)       Start of Phase       Act         Basic Training AU (AM) 2025-       Observation Capture -6       10       Basic Training AU (AM)       Start of Phase       Act	Phase Requirements							
Image: Image	rnase requirements							
NameAssessment ToolCompleted QtyAssessment Tool Required QtyComplete By PhaseComplete By Phase PeriodActBasic Training AU (AM) 2025 Learning Capture - 1Learning Capture110Basic Training AU (AM) 2025 - 1 - FoundationStart of Phase-Basic Training AU (AM) 2025 Deservation Capture - 6Observation Capture - 610Basic Training AU (AM) 2025 - 1 - FoundationStart of Phase-	i≣ My Open Assessments ▼							
Basic Training AU (AM) 2025 - Learning Capture       1       10       Basic Training AU (AM) Start of Phase         Learning Capture - 1       0       Basic Training AU (AM) 2025 - I - Foundation       Start of Phase         Basic Training AU (AM) 2025 - Observation Capture - 6       10       Basic Training AU (AM) 2025 - I - Foundation	Name	Assessment Tool	Completed Qty	Assessment Tool Required	Qty Comple	ete By Phase	Complete By Phase Period	Actions
Basic Training AU (AM) 2025 -       Observation Capture 6       10       Basic Training AU (AM)       Start of Phase       -         Observation Capture - 6       2025 - 1 - Foundation       2025 - 1 - Foundation       -	Basic Training AU (AM) 2025 - Learning Capture - 1	Learning Capture	1	10	Basic Tr 2025 -	aining AU (AM) 1 - Foundation	Start of Phase	~
		Observation Capture	6	10	Basic Tr	aining AU (AM)	Start of Phase	
	Basic Training AU (AM) 2025 - Observation Capture - 6	observation capture			2025 -	1 - Foundation		~

#### Figure 27

5. The **Assessment Details** screen will present, providing you with information regarding the Observation Capture requirement for the training program. Refer to **Figure 28**.



Transformation and the second			Applicati	ions My Trainees 🗸	My Assigned Actions	Elinor DPE 🚽
ome / My Trainees / Trainee Prog	ram Cohor / Assessment	Details				
ssessment Deta	ils					
homea McClymont - 1169	01 /					× Exit
Iomas McClymont - 1100	/14					
Assessment Tool	Observation Cap	iture				
Requirement Type	Mandatory					
Assessment Tool Required Qty	10					
Assessment Due By	Start of Phase -	1 - Foundation				
Assessment Status	Incomplete					
Observation Captures - fe	edback requested	Submitted On A	Learning Goal	Status	Completion Dat	• Actions
Title	Date of Observation	Submitted On T	Learning Goar	Status	Completion Date	Actions
Emergency response 1	16/12/2024	14/01/2025	Acutely unwell patients	Completed	16/12/2024	~
Individual Assessment 1	14/01/2025	14/01/2025	Acute kidney injury	Assessor Declined Requ	uest	~

6. Scroll down to the **Observation Captures – added by me** section, click on the button **'+ Add Observation Capture**' to create a new observation capture. Refer to **Figure 29.** 

Assessment Tool	Observation Ca	pture				
Requirement Type	Mandatory					
Assessment Tool Required Qty	10					
Assessment Due By	Start of Phase -	1 - Foundation				
Assessment Status Dbservation Captures - f	Incomplete eedback requested	l				-
Assessment Status Dbservation Captures - f Title	Incomplete eedback requested Date of Observation ↑	Submitted On ↑	Learning Goal	Status	Completion Date	Actions
Assessment Status Dbservation Captures - f Title	Incomplete eedback requested Date of Observation ↑ 16/12/2024	Submitted On ↑ 14/01/2025	Learning Goal Acutely unwell patients	Status Completed	Completion Date 16/12/2024	Actions
Assessment Status Dbservation Captures - f Title	Incomplete Ceedback requested Date of Observation ↑ 16/12/2024 14/01/2025	Submitted On         ↑           14/01/2025         14/01/2025	Leerning Goal Acutely unwell patients Acute kidney injury	Status Completed Assessor Declined Request	Completion Date 16/12/2024	Actions ~



- 7. In the **Trainee & Program Details section**, populate the mandatory field **Trainee Program Phase** (the phase this observation capture relates to) and the **Date of Observation** field. Refer to **Figure 30**.
- 8. Click on Save and Next. Refer to Figure 30.

Specialists Together		Applications	My Trainees 👻	My Assigned Actions	Elinor DPE 🗸
Home / My Trainees / Trainee Program Cohor / Asses	ssment Details / New Observation Capture				
New Observation Capture					× Exit
Thomas McClymont - 116814					
Trainee Details	Observation Capture Details			Learning Goal	
Trainee & Program Details					
Training Program					
Basic Training AU (AM) 2025					
Trainee Program Phase *					
1 - Foundation					×Q
Date of Observation *					
14/01/2025					
			С	lick here	Save and Next

- 9. In the **Observation Capture Details section**, populate the following mandatory fields. Refer to **Figure 31.** 
  - **18. Observation Capture Type**: select a value from the dropdown menu
  - 19. Summary of Activity: free text entry
  - 20. Complexity: select a value from the dropdown menu.
  - 21. Primary Learning Goal: select the learning goal related to this observation capture.
  - 22. Click Save and Next
- 10. Click Save and Next. Refer to Figure 31.



homas McClymont - 116814		×
✓ Trainee Details	Observation Capture Details	Learning Goal
Observation Capture Details		
Observation Capture Type *		
Individual Assessment		
Summary of Activity *		
Follow-up with a patient who had an acute kidney injury on	e month ago.	
Commission *		
Medium		
Acute klaney injury		
		Click here

Figure 31

- 11. In the **Observation Capture Details section**, populate the following mandatory fields. Refer to **Figure 32**, **33** and **34**.
  - 23. Learning Goal Components?: Select Yes/No against the list available. Only the observed components should be selected.
  - 24. How much supervision did the trainee require during this activity?: Select an Assessment Rating from the list available.
  - 25. What did the trainee do well? Free text entry
  - 26. What could the trainee improve upon to improve their performance? Free text entry

Learning Goal	Components		
Select the learning g	oal components observed during the Observation Capture.		
# 1	Name		Actions
1	assess seriously unwell or injured patients, and initiate management	Click nere	Yes No
2	recognise clinical deterioration, and respond by following the local process for escalation of care	Yes	Yes No
3	recognise and manage patients with acute conditions, including those who require treatment		Yes No

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able to act with indirect super	ision (e.g. supervisor is physically lo	cated	
vithin the training setting)			
Vhat did the trainee do well?			
Commencement of bronchodi	ator therapy and flow of oxygen.		
Vhat could the trainee impro	e upon to improve their performa	ance? *	
Considerations of differential of	iagnosis on paediatric patients with	acute respiratory distress.	
		1 2	

#### Figure 33

The below section is to be filled by the <b>Assessor</b>	
low much supervision did the trainee require during this activity? *	
3 - Is able to act with indirect supervision (e.g. supervisor is physically located within the training setting)	× C
/hat did the trainee do well? *	
Reviewing of markers and investigation results to assess the patients GFR	
Optimising medicines management	
/hat could the trainee improve upon to improve their performance? *	
Discussing the potential complications that can be experienced by the patient long term as well as the importance of monitoring blood pressure and risks during the pregnancy	of pre-eclampsia

- 12. Scroll down to the **Declarations** section and check the **Assessor Declaration** checkbox to confirm you have reviewed and verified the accuracy of the information provided. Refer to **Figure 35.**
- 13. Check the **Ready to Submit** button, and then **Submit** once the form is complete. Refer to **Figure 35.**



Declarations	
Assessor Declaration	
I have reviewed the details in the assessor feedback and verify the accuracy of the information provided. *	
Ready to Submit	Click bara
	Click liele
Previous	Submit

14. You will receive a confirmation message that your observation capture was successful. Refer to **Figure 36**.



Figure 36



The information you added into the Observation Capture will be sent to the trainee. They will be able to review the information entered and the rating of their performance. The trainee will be prompted to reflect on their feedback.

15. If you wish to cancel the Observation Capture you have just created, navigate back to the Assessment Details page and scroll down to the Observation Captures section. Click on the dropdown arrow under Actions and click on Cancel. Refer to Figure 37.



Title	Date of Observation $~\uparrow~$	Submitted On ↑	Learning Goal	Status	Completion Date	Actions	
Emergency response 1	16/12/2024	14/01/2025	Acutely unwell patients	Completed	16/12/2024	~	
ndividual Assessment 1	14/01/2025	14/01/2025	Acute kidney injury	Assessor Declined Request		~	
bservation Capture -	added by me				+Add Observatio	n Capture	-
Ibservation Capture -	added by me Date of Observation ↑	Submitted On ↑	Learning Goal	Status	+Add Observatio Completion Date	n Capture Actions	
bservation Capture -	added by me Date of Observation ↑ 14/01/2025	Submitted On 个	Learning Goal	<b>Status</b> Draft	+Add Observatio Completion Date	n Capture Actions	Click here

Figure 37



## **Section 5: Receive Notifications**

**Context:** This section outlines the way you will receive notifications as a Supervisor.

A Trainee can request for feedback for various assessment tools including:

- 1. Observation Captures
- 2. Learning Captures

There are two ways you will receive notifications:

- 1. Via Email
- 2. Via Portal Comments in the Portal.



## **Section 6: Summary of Outcomes**

The Supervisor Portal Introduction Guide is now complete. You now have instructions to:

- Log in to the Portal as a Supervisor
- Review my Trainee's completed Observation Captures
- Review Observation Capture Feedback Requests (Trainee initiated)
- Initiate an Observation Capture
- Cancel Observation Captures
- Accept Observation Capture feedback requests
- Decline Observation Capture feedback requests