





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  and then the 'bookmark' icon .



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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**.

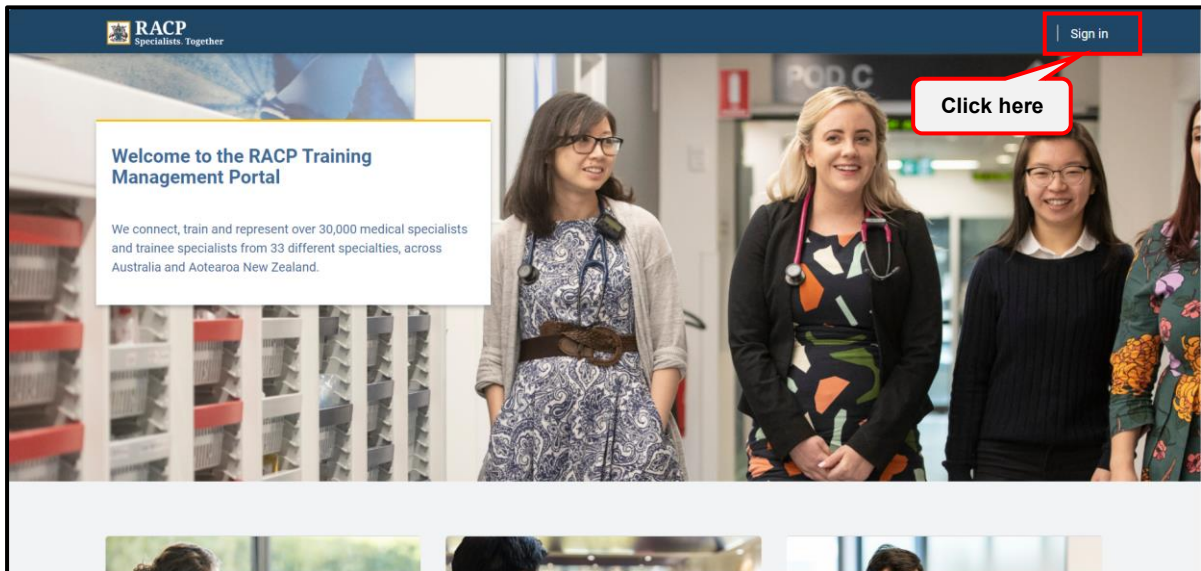


Figure 1

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

[Forgot my password](#)

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**.

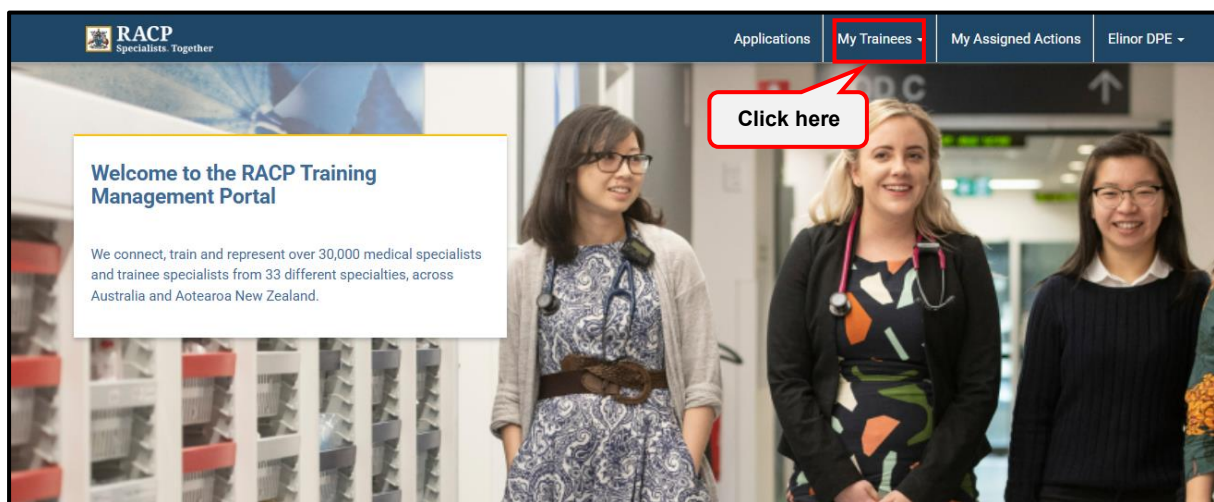


Figure 4

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**.



Home / My Trainees

My Trainees

As a DPE/TPC As a Rotation Supervisor As an Education Supervisor

search

Trainee ↑	Training Program	Training Phase	Actions
Thomas McClymont	Basic Training AU (AM) 2025		▼

Figure 5

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

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

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 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**.

General	Assessment Requirements	Learning Goal Requirements	Clinical Experiences	Training Plan		
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**.

RACP Specialists. Together		Applications	My Trainees -	My Assigned Actions	Elinor DPE -	
Home / My Trainees / Trainee Program Cohor... / Assessment Details						
<h2>Assessment Details</h2>					✕ Exit	
Thomas McClymont - 116814						
Assessment Tool	Observation Capture					
Requirement Type	Mandatory					
Assessment Tool Required Qty	10					
Assessment Due By	Start of Phase - 1 - Foundation					
Assessment Status	Incomplete					
<h3>Observation Captures - feedback requested</h3>						
Title	Date of Observation ↑	Submitted On ↑	Learning Goal	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 Request		▾
<h3>Observation Capture - added by me</h3>						
+Add Observation Capture						
Title	Date of Observation ↑	Submitted On ↑	Learning Goal	Status	Completion Date	Actions
	14/01/2025			Draft		▾
Individual Assessment 2	14/01/2025	14/01/2025	Acute kidney injury	Completed	14/01/2025	▾
<h3>Observation Captures - others</h3>						
Title	Date of Observation ↓	Submitted On	Learning Goal	Status	Completion Date	Actions
Emergency response 4	14/01/2025	14/01/2025	Clinical Assessment	Cancelled		▾
Individual Assessment 1	14/01/2025	14/01/2025	Acute kidney injury	Assessor Declined Request		▾

Figure 8



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**.

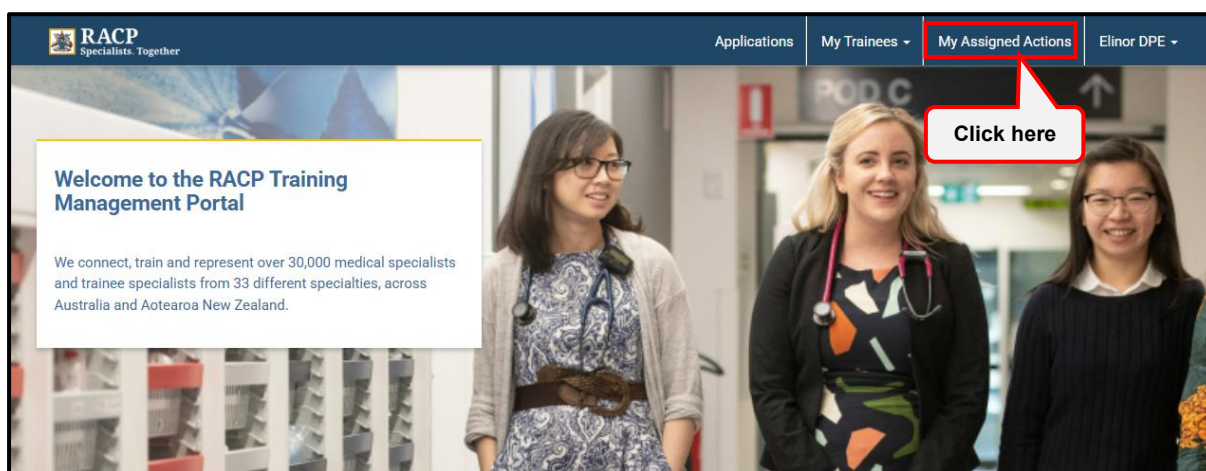


Figure 9

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

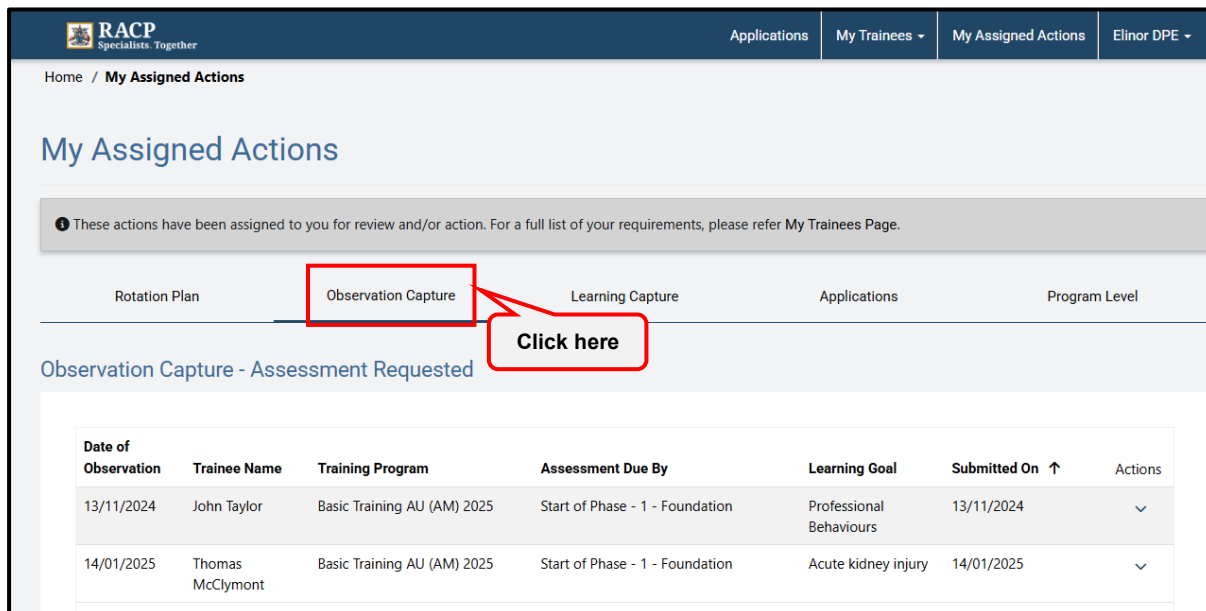


Figure 10

3. 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**.



Date of Observation	Trainee Name	Training Program	Assessment Due By	Learning Goal	Submitted On	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 11

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

Date of Observation	Trainee Name	Training Program	Assessment Due By	Learning Goal	Submitted On	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 inj		▼

Figure 12

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



Home / My Assigned Actions / Observation Capture - Review

Observation Capture - Review

Trainee and Observation Details | Learning 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 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

Select the primary learning goal to which this observation applies *
Acute kidney injury

Click here

Save and Next

Figure 14



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 Components

Select the learning goal components observed during the Observation Capture.

# ↑	Name	Observed	Actions
1	assess seriously unwell or injured patients, and initiate management	Yes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2	recognise clinical deterioration, and respond by following the local process for escalation of care	No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3	recognise and manage patients with acute conditions, including those who require treatment	Yes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Figure 18

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

Trainee Reflection

The below section is to be filled in by the Trainee

What did you do well?

I was able to identify the improvement in GFR since the AKI event and discuss the investigation results with the patient.

What could you do to improve next time?

Thinking about the overall management plan for the patient and how they may be impacted over time and as their pregnancy progresses as a result of the AKI.



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?

Assessor Feedback
The below section is to be filled in by the **Assessor**

How 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)

What did the trainee do well? *

Reviewing of markers and investigation results to assess the patient's GFR.
Optimising medicines management

What 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 of pre-eclampsia 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. *

Ready to Submit

Comments

Note Text

There are no activities to display.

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

Figure 21

16. 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**.

My Assigned Actions

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

Rotation Plan | Observation Capture | Learning Capture | Applications | Program Level

Observation Capture - Assessment Requested

Date of Observation	Trainee Name	Training Program	Assessment Due By	Learning Goal	Submissions	Actions
13/11/2024	John Taylor	Basic Training AU (AM) 2025	Start of Phase - 1 - Foundation	Professional Behaviours	13/11/2024	Click here
14/01/2025	Thomas McClymont	Basic Training AU (AM) 2025	Start of Phase - 1 - Foundation	Acute kidney injury		Click here Review Decline Request

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 declined.

Home / My Assigned Actions

My Assigned Actions

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

Rotation Plan Observation Capture Learning Capture Applications Program Level

Observation Capture - Assessment Requested

Date of Observation	Trainee Name	Training Program	Assessment Due By	Learning Goal	Submitted On ↑	Actions
13/11/2024	John Taylor	Basic Training AU (AM) 2025	Start of Phase - 1 - Foundation	Professional Behaviour	13/11/2024	⌵

Figure 23



Note: 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**.

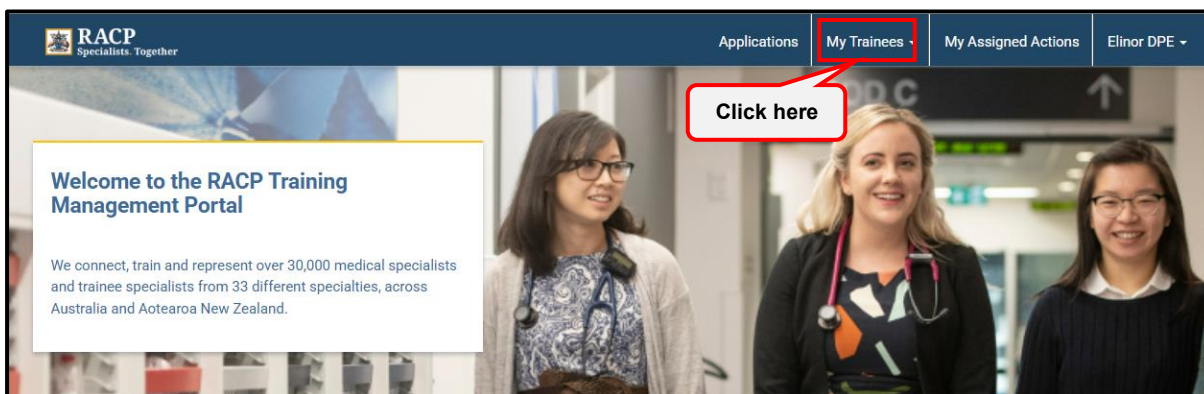


Figure 154

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**.

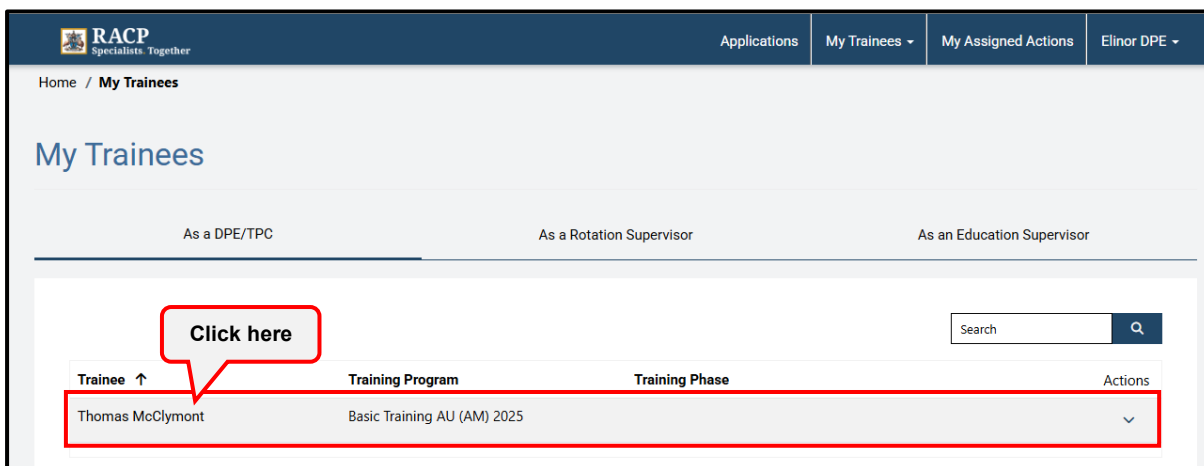
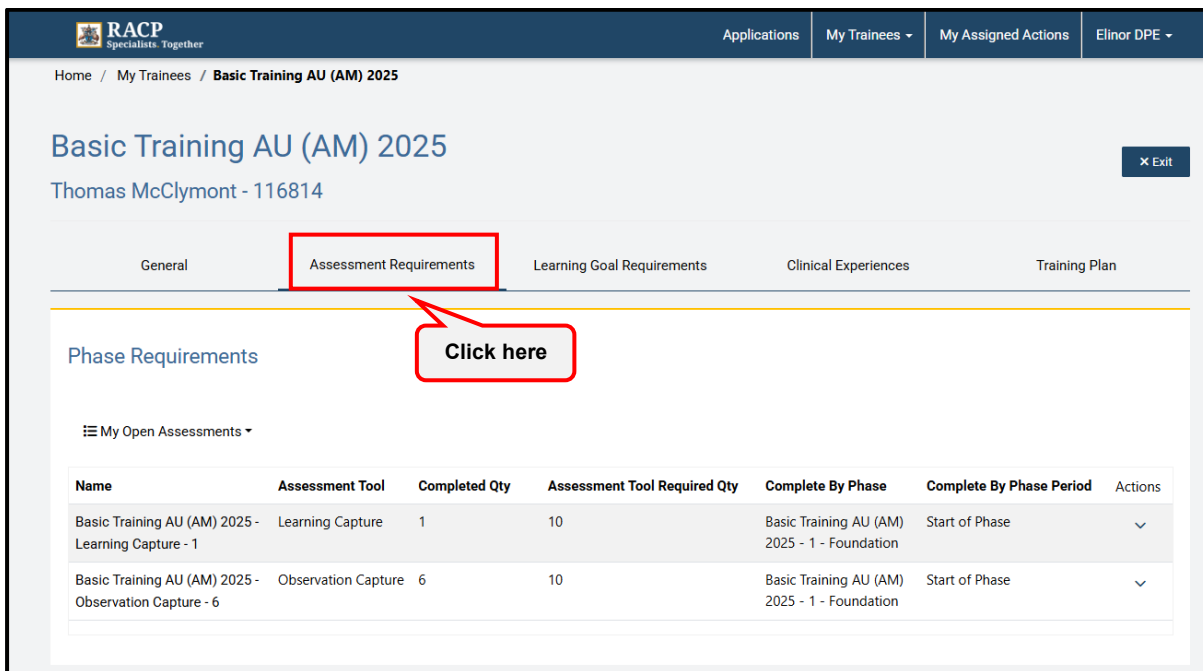


Figure 25

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



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

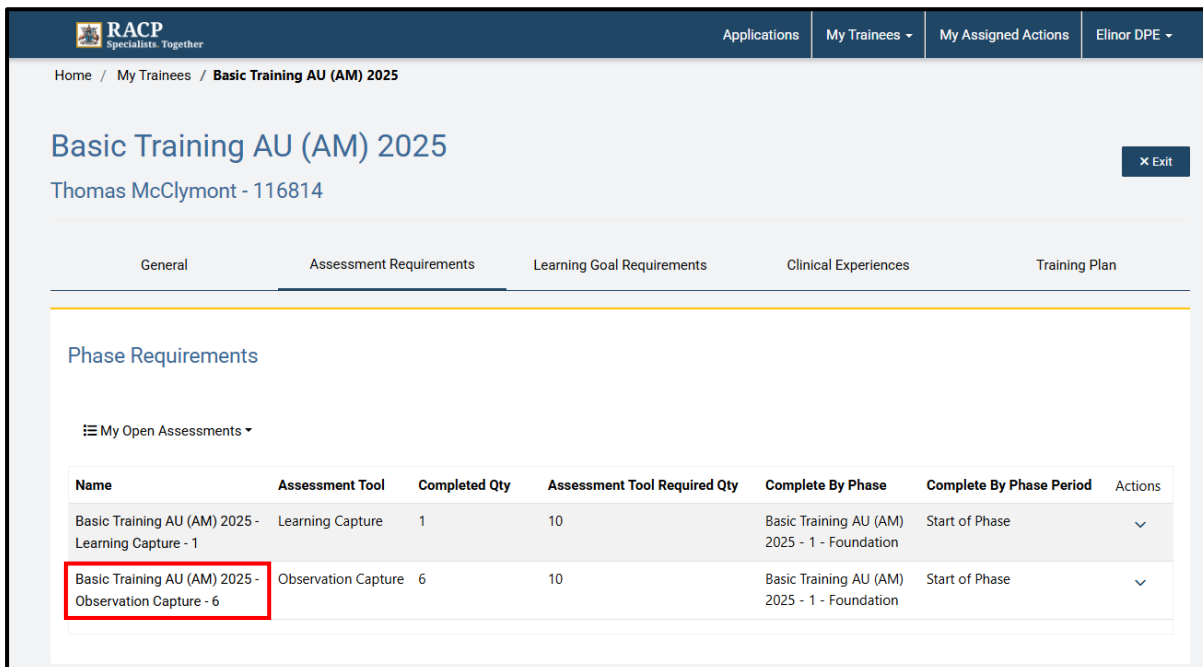
Phase Requirements

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 26

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

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 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**.



Home / My Trainees / Trainee Program Cohor... / **Assessment Details**

Assessment Details

Thomas McClymont - 116814

Assessment Tool: Observation Capture
Requirement Type: Mandatory
Assessment Tool Required Qty: 10
Assessment Due By: Start of Phase - 1 - Foundation
Assessment Status: Incomplete

Observation Captures - feedback requested

Title	Date of Observation ↑	Submitted On ↑	Learning Goal	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 Request		⌵

Figure 28

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 Details

Thomas McClymont - 116814

Assessment Tool: Observation Capture
Requirement Type: Mandatory
Assessment Tool Required Qty: 10
Assessment Due By: Start of Phase - 1 - Foundation
Assessment Status: Incomplete

Observation Captures - feedback requested

Title	Date of Observation ↑	Submitted On ↑	Learning Goal	Status	Completion Date	Actions
	16/12/2024	14/01/2025	Acutely unwell patients	Completed	16/12/2024	⌵
	14/01/2025	14/01/2025	Acute kidney injury	Assessor Declined Request		⌵

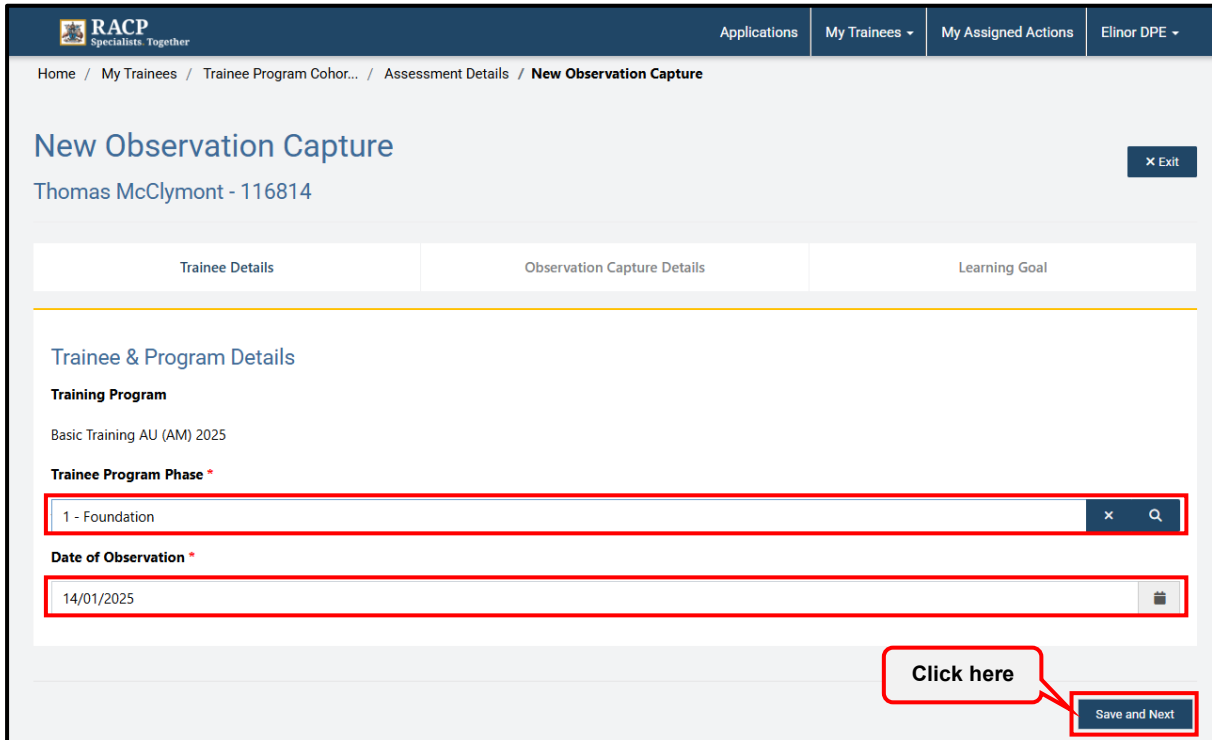
Observation Capture - added by me

Click here

+Add Observation Capture

Figure 29

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**.



Home / My Trainees / Trainee Program Cohor... / Assessment Details / **New Observation Capture**

New Observation Capture

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

Date of Observation *
14/01/2025

Click here

Save and Next

Figure 30

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**.



New Observation Capture

Thomas 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 one month ago.

Complexity *

Medium

Primary Learning Goal *

Acute kidney injury

Previous | Save and Next

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 goal components observed during the Observation Capture.

# ↑	Name	Observed	Actions
1	assess seriously unwell or injured patients, and initiate management		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

Click here

Figure 32



Assessor Rating Rank Text

Is able to act with indirect supervision (e.g. supervisor is physically located within the training setting)

What did the trainee do well? *

Commencement of bronchodilator therapy and flow of oxygen.

What could the trainee improve upon to improve their performance? *

Considerations of differential diagnosis on paediatric patients with acute respiratory distress.

Figure 33

Assessor Feedback
The below section is to be filled by the Assessor

How 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)

What did the trainee do well? *

Reviewing of markers and investigation results to assess the patients GFR
Optimising medicines management

What 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 of pre-eclampsia during the pregnancy

Figure 34

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 here

Submit

Previous

Figure 35

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

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Applications My Trainees My Assigned Actions Elinor DPE

Home / My Trainees / Trainee Program Cohor... / Assessment Details / Observation Capture - Edit

Observation Capture - Edit

Thomas McClymont - 116814

Action Completed Successfully.

Exit

Figure 36



Note: 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**.



Observation Captures - feedback requested

Title	Date of Observation ↑	Submitted On ↑	Learning Goal	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 Request		▼

Observation Capture - added by me

[+Add Observation Capture](#)

Title	Date of Observation ↑	Submitted On ↑	Learning Goal	Status	Completion Date	Actions
	14/01/2025			Draft		▼
Individual Assessment 2	14/01/2025		Acute kidney injury	Draft		▼

Click here

Click here

Edit
Cancel

Observation Captures - others

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