

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:

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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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**.

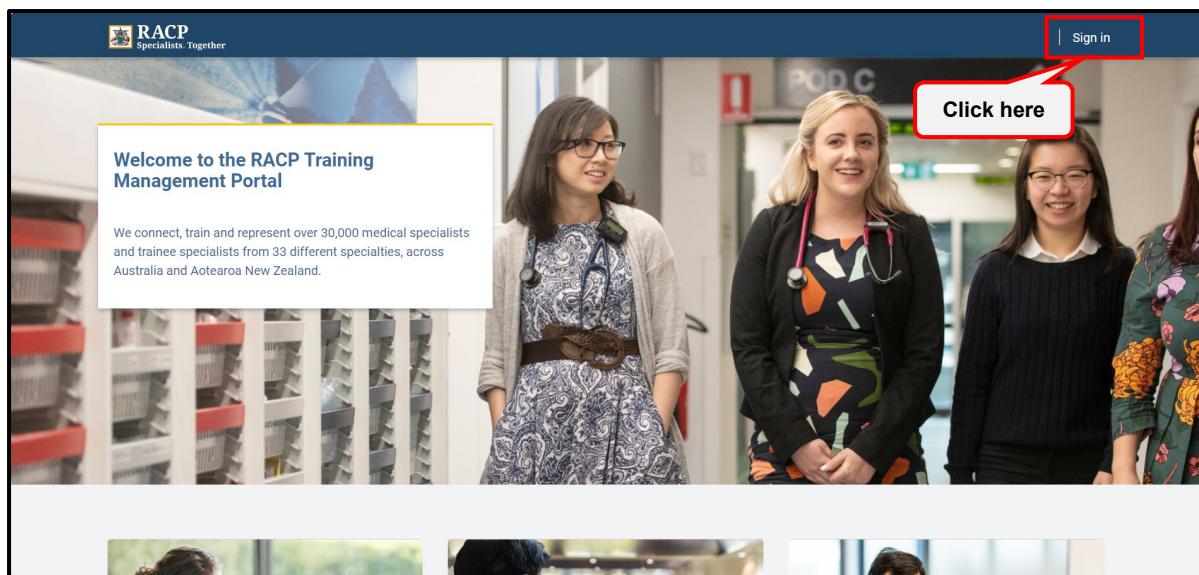
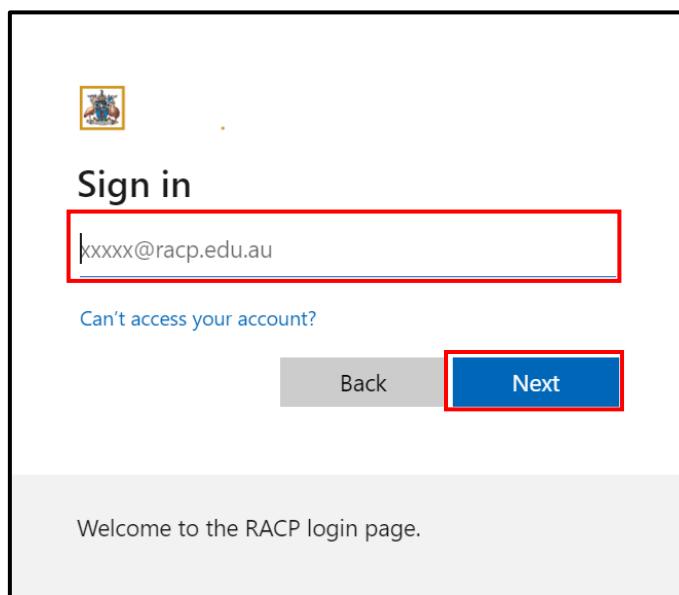


Figure 1

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



Sign in

xxxxx@racp.edu.au

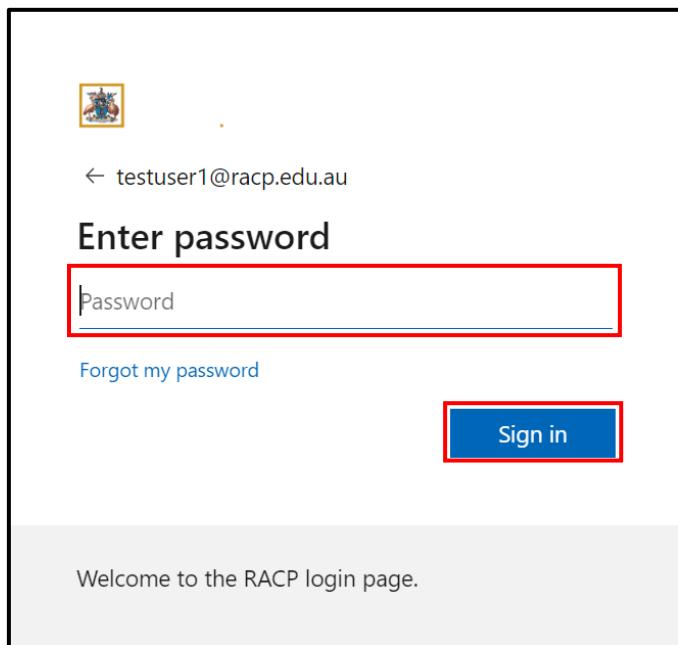
Can't access your account?

Back Next

Welcome to the RACP login page.

Figure 2

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



The screenshot shows the RACP login page. At the top left is the RACP logo. Below it is a back arrow and the email address '← testuser1@rACP.edu.au'. The main title 'Enter password' is centered above a password input field. To the left of the input field is the placeholder 'Password'. Below the input field is a 'Forgot my password' link. To the right of the input field is a blue 'Sign in' button. A red box highlights the password input field and the 'Sign in' button. At the bottom of the page, a grey bar displays the text '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**.

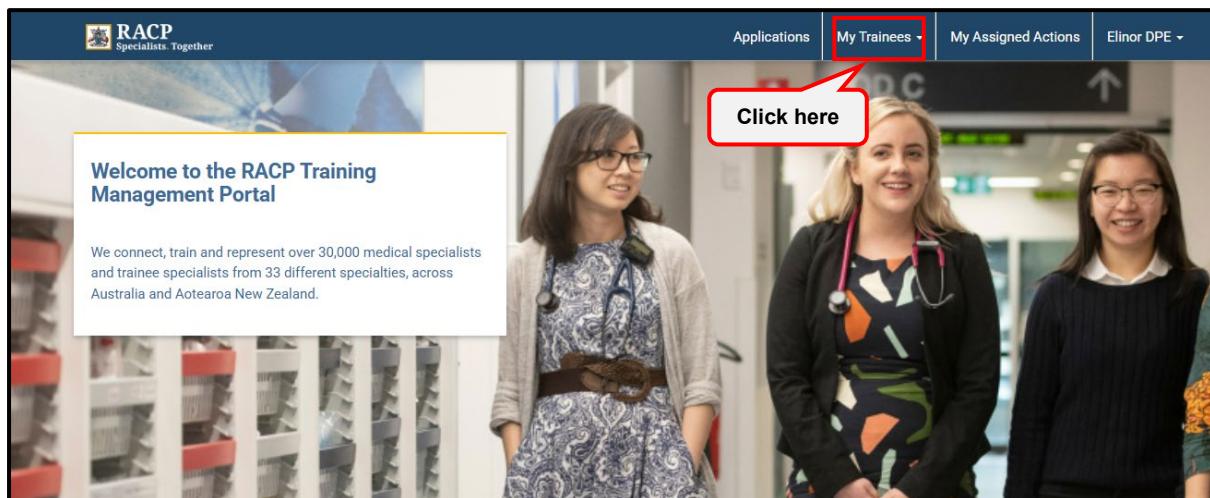
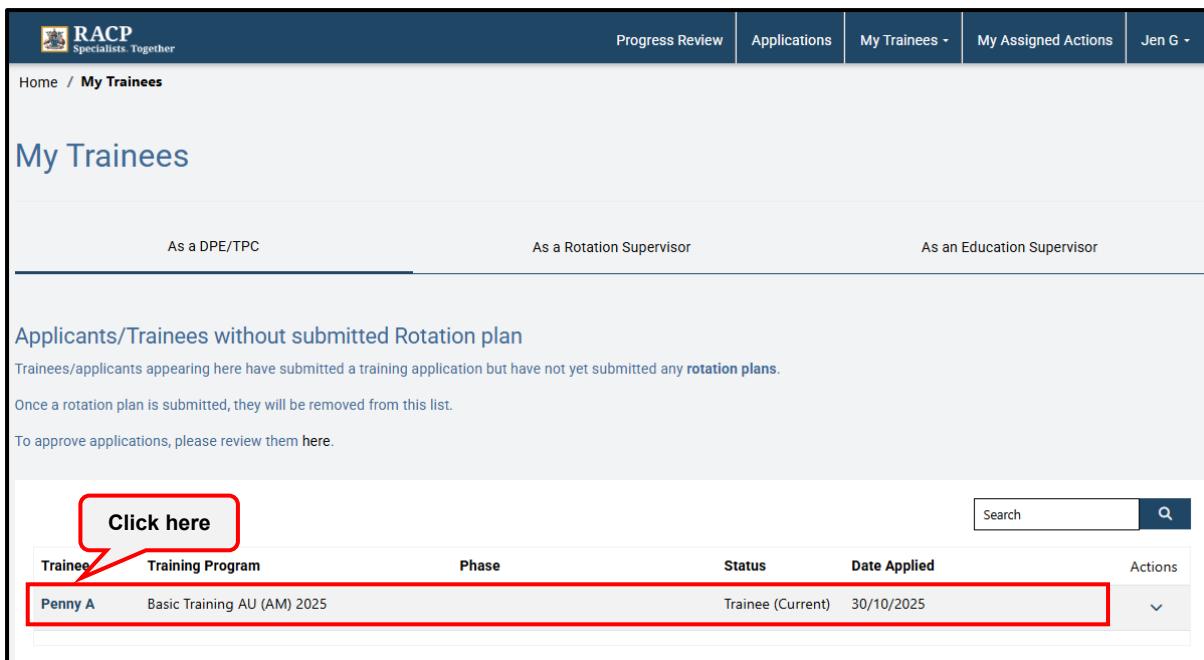


Figure 4

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**.



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

Applicants/Trainees without submitted Rotation plan

Trainees/applicants appearing here have submitted a training application but have not yet submitted any rotation plans.

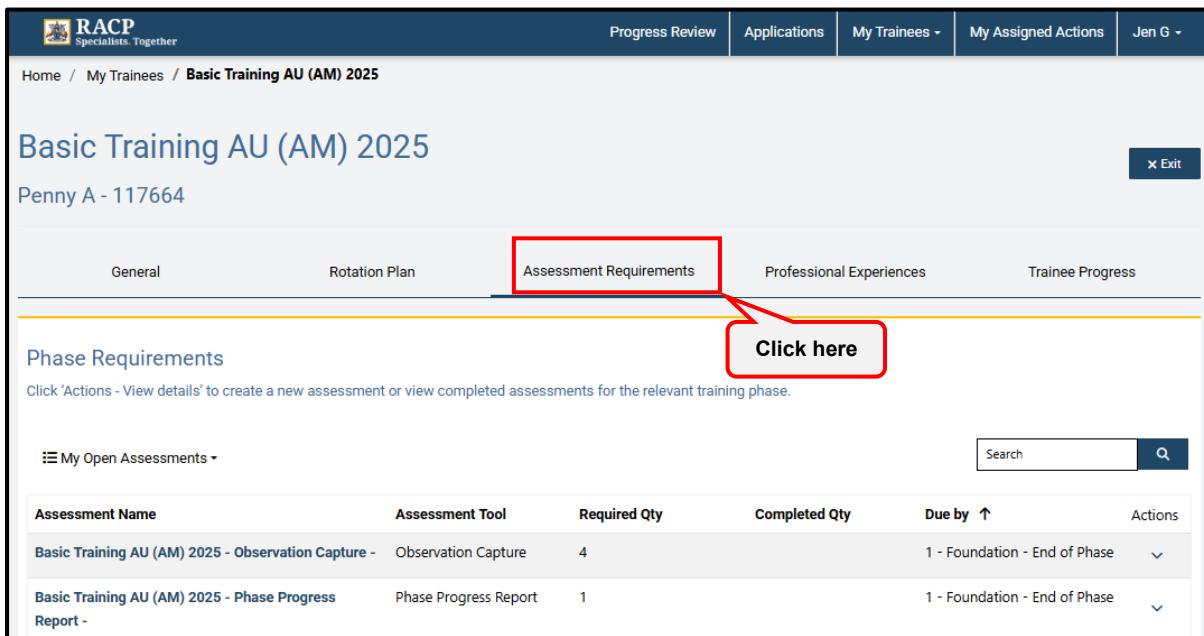
Once a rotation plan is submitted, they will be removed from this list.

To approve applications, please review them [here](#).

Trainee	Training Program	Phase	Status	Date Applied	Actions
Penny A	Basic Training AU (AM) 2025		Trainee (Current)	30/10/2025	View

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

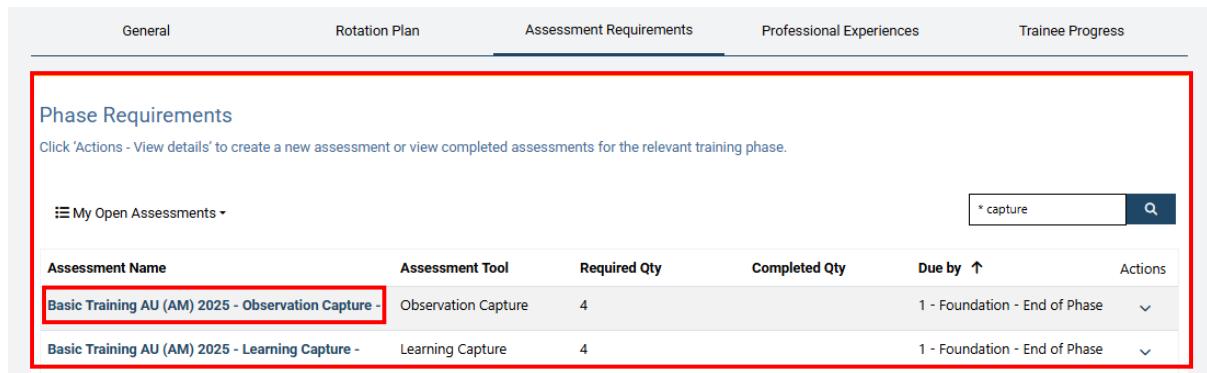
Penny A - 117664

[X Exit](#)

General	Rotation Plan	Assessment Requirements	Professional Experiences	Trainee Progress	
Phase Requirements Click 'Actions - View details' to create a new assessment or view completed assessments for the relevant training phase.					
My Open Assessments Search					
Assessment Name	Assessment Tool	Required Qty	Completed Qty	Due by ↑	Actions
Basic Training AU (AM) 2025 - Observation Capture -	Observation Capture	4		1 - Foundation - End of Phase	View
Basic Training AU (AM) 2025 - Phase Progress Report -	Phase Progress Report	1		1 - Foundation - End of Phase	View

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**.



Phase Requirements

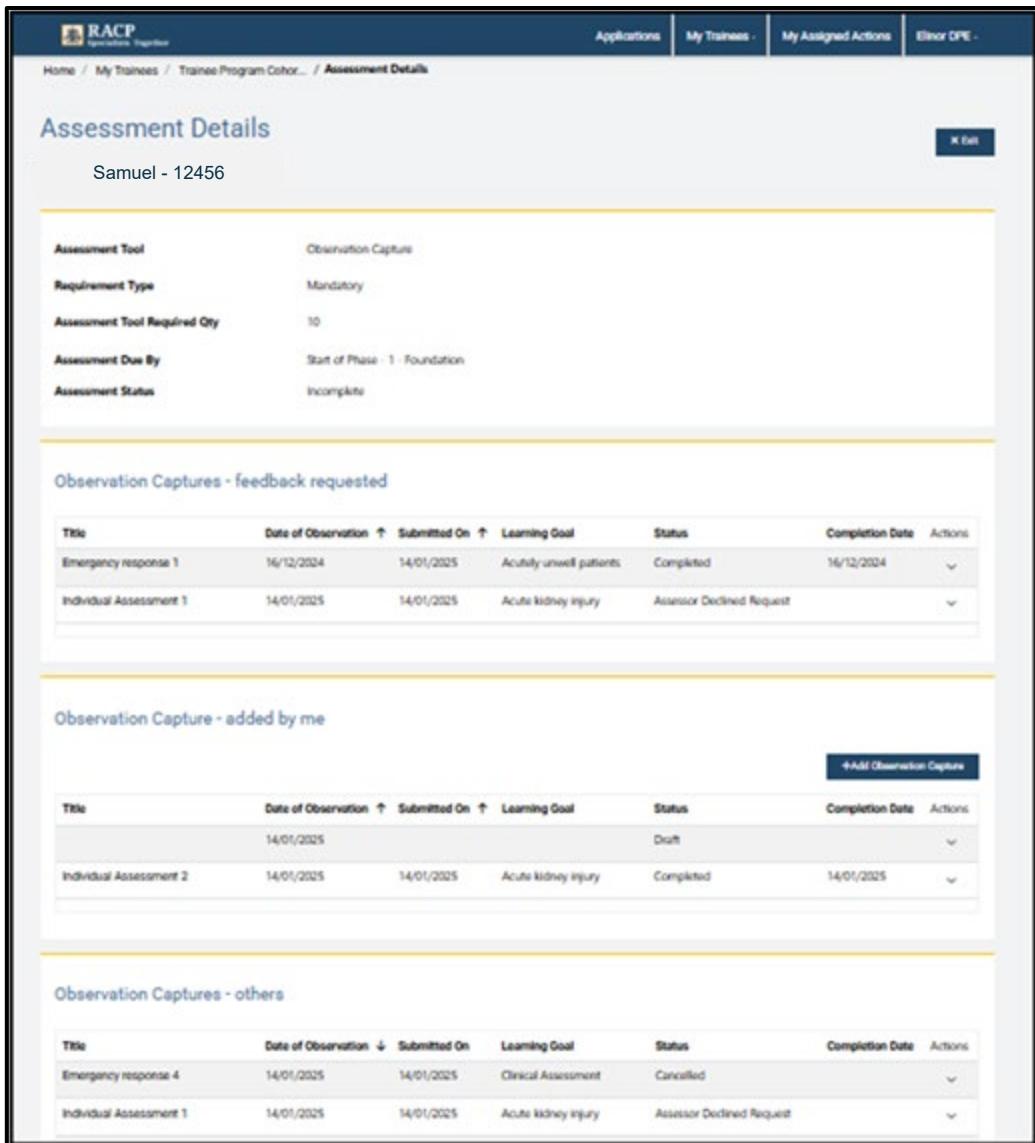
Click 'Actions - View details' to create a new assessment or view completed assessments for the relevant training phase.

My Open Assessments ▾

Assessment Name	Assessment Tool	Required Qty	Completed Qty	Due by ↑	Actions
Basic Training AU (AM) 2025 - Observation Capture -	Observation Capture	4		1 - Foundation - End of Phase	▼
Basic Training AU (AM) 2025 - Learning Capture -	Learning Capture	4		1 - Foundation - End of Phase	▼

Figure 7

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



Assessment Details

Samuel - 12456

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		▼

Observation Capture - added by me

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	▼

Observation Captures - others

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

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**.

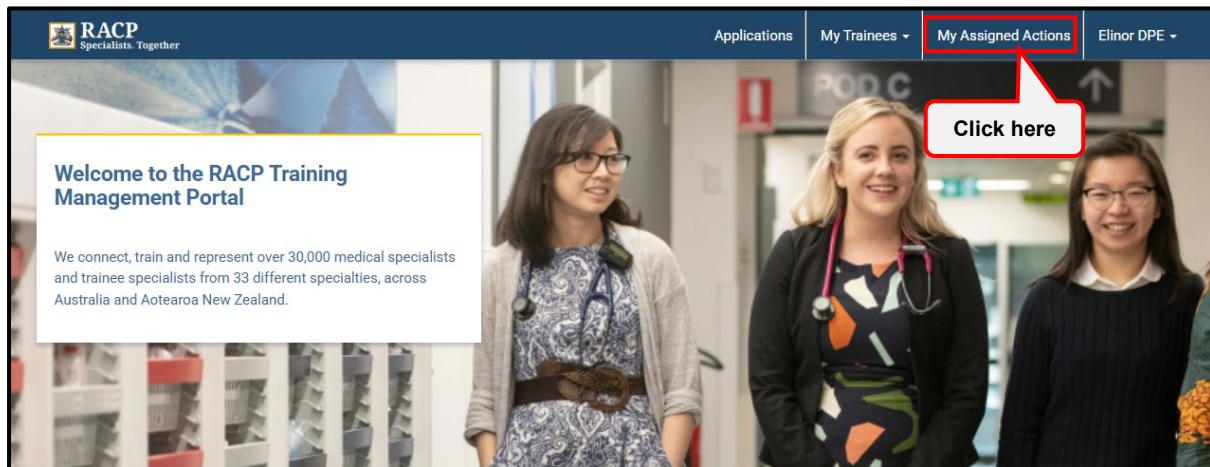
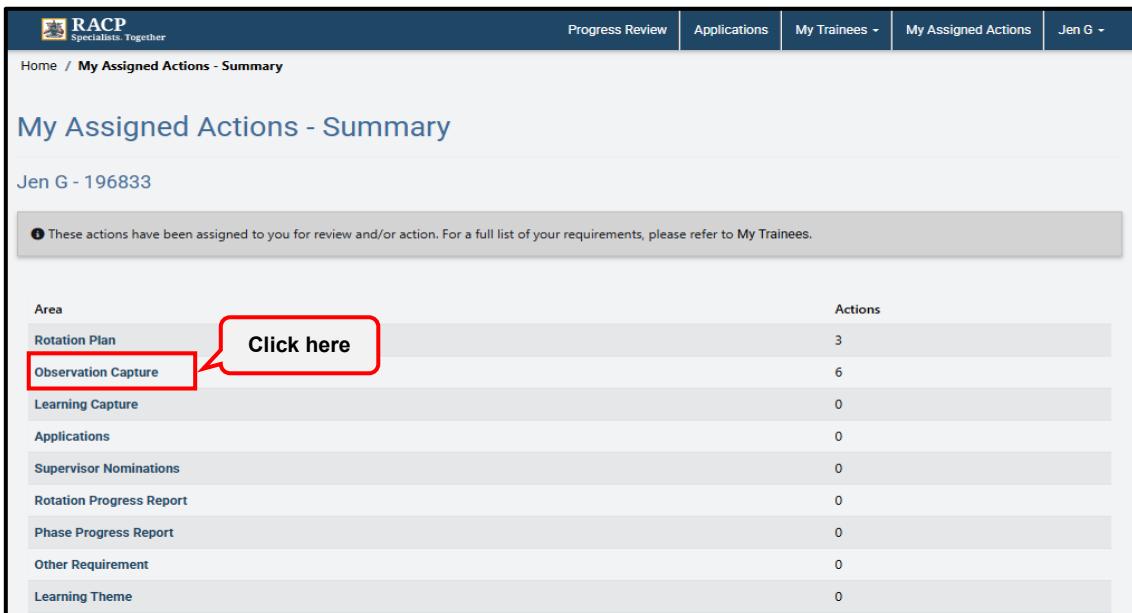


Figure 9

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



Area	Actions
Rotation Plan	3
Observation Capture	6
Learning Capture	0
Applications	0
Supervisor Nominations	0
Rotation Progress Report	0
Phase Progress Report	0
Other Requirement	0
Learning Theme	0

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**.



My Assigned Actions - Observation Capture

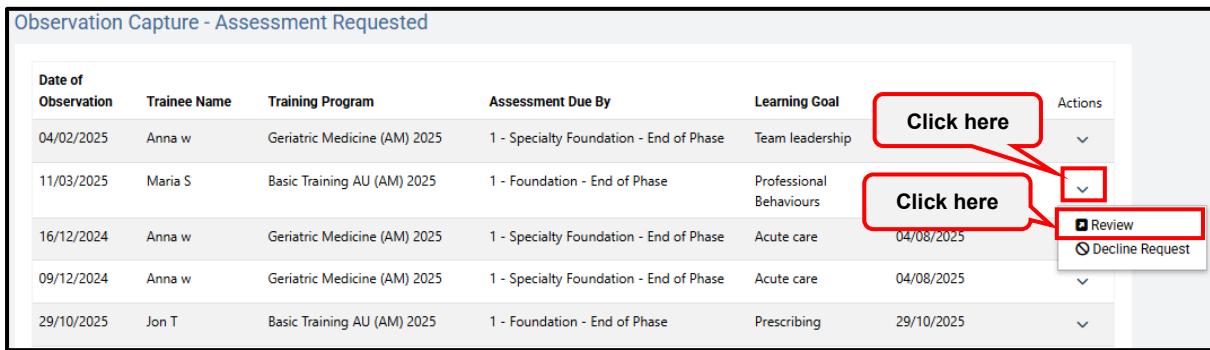
Jen G - 196833

Observation Capture - Assessment Requested

Date of Observation	Trainee Name	Training Program	Assessment Due By	Learning Goal	Submitted On ↑	Actions
04/02/2025	Anna w	Geriatric Medicine (AM) 2025	1 - Specialty Foundation - End of Phase	Team leadership	17/07/2025	▼
11/03/2025	Maria S	Basic Training AU (AM) 2025	1 - Foundation - End of Phase	Professional Behaviours	04/08/2025	▼

Figure 11

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

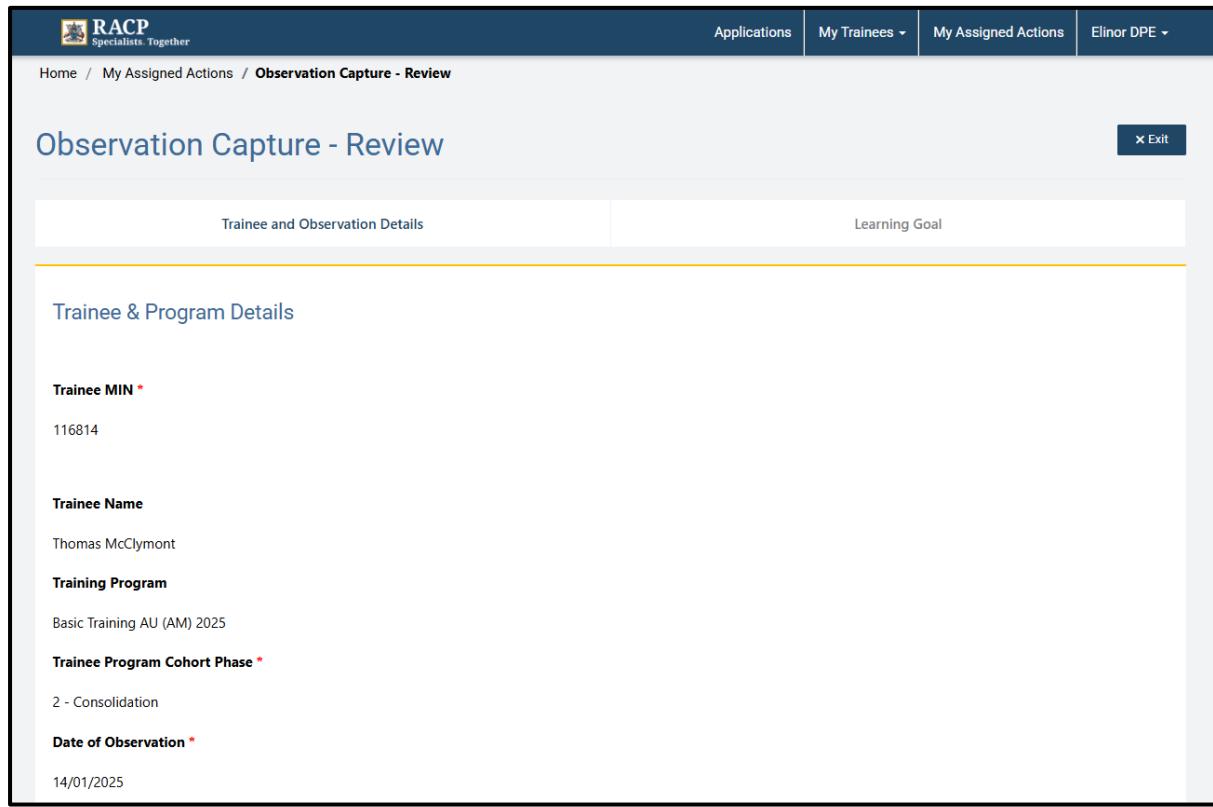


Observation Capture - Assessment Requested

Date of Observation	Trainee Name	Training Program	Assessment Due By	Learning Goal	Submitted On ↑	Actions
04/02/2025	Anna w	Geriatric Medicine (AM) 2025	1 - Specialty Foundation - End of Phase	Team leadership	17/07/2025	▼
11/03/2025	Maria S	Basic Training AU (AM) 2025	1 - Foundation - End of Phase	Professional Behaviours	04/08/2025	▼
16/12/2024	Anna w	Geriatric Medicine (AM) 2025	1 - Specialty Foundation - End of Phase	Acute care	04/08/2025	▼
09/12/2024	Anna w	Geriatric Medicine (AM) 2025	1 - Specialty Foundation - End of Phase	Acute care	04/08/2025	▼
29/10/2025	Jon T	Basic Training AU (AM) 2025	1 - Foundation - End of Phase	Prescribing	29/10/2025	▼

Figure 12

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



Observation Capture - Review

Trainee and Observation Details Learning Goal

Trainee & Program Details

Trainee MIN *
116814

Trainee Name
Thomas McClymont

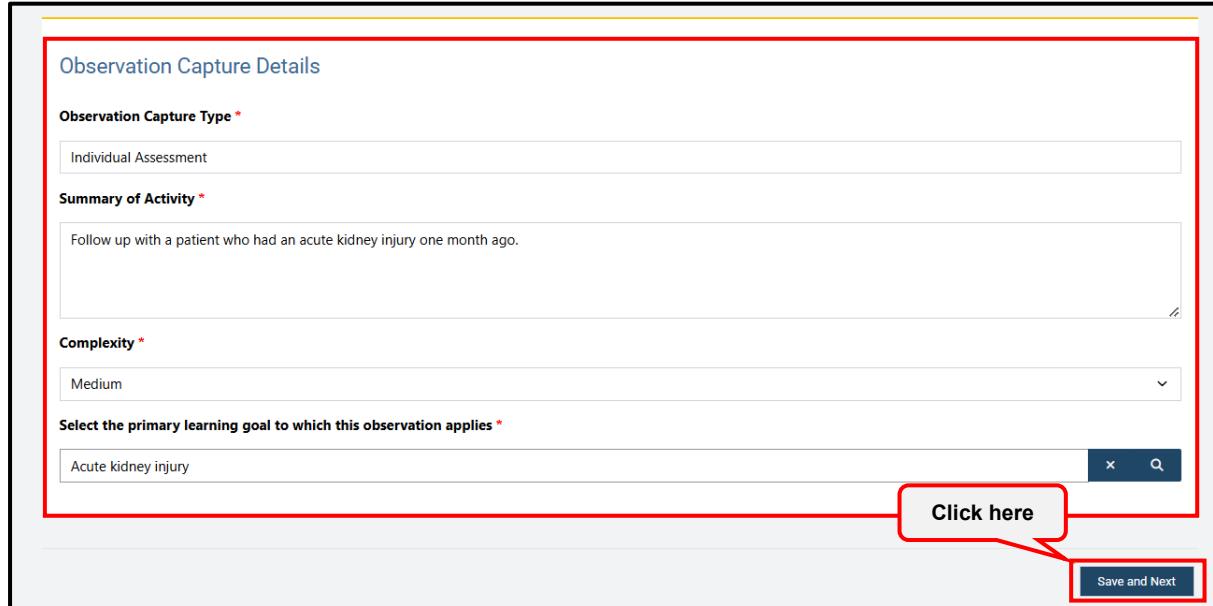
Training Program
Basic Training AU (AM) 2025

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="button"/> Yes <input type="button"/> No
2	recognise clinical deterioration, and respond by following the local process for escalation of care	No	<input type="button"/> Yes <input checked="" type="button"/> No
3	recognise and manage patients with acute conditions, including those who require treatment	Yes	<input checked="" type="button"/> Yes <input type="button"/> 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.

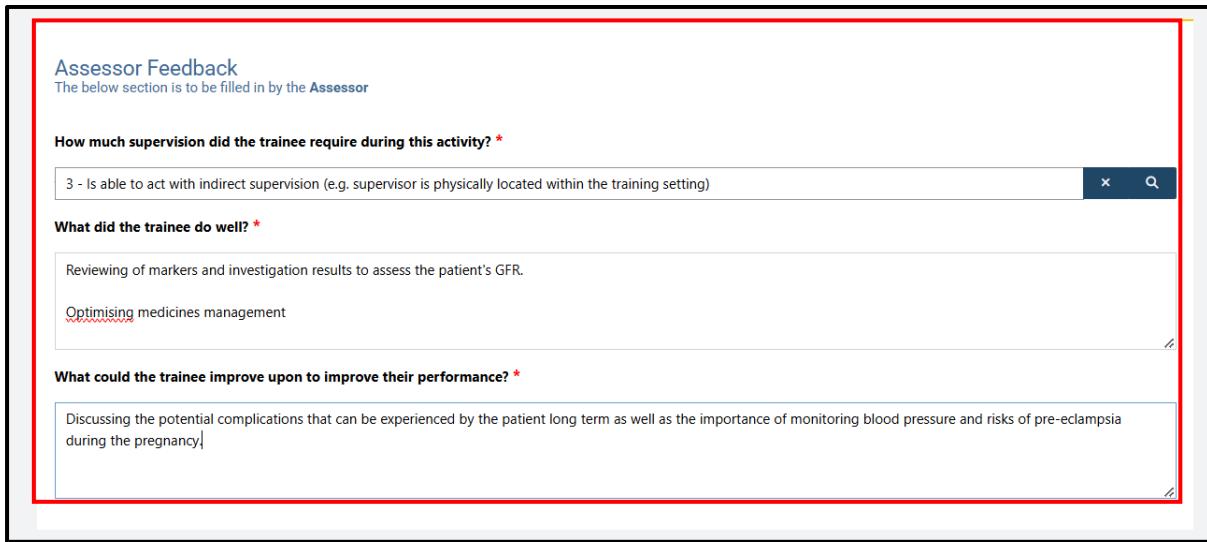
Figure 19

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? *

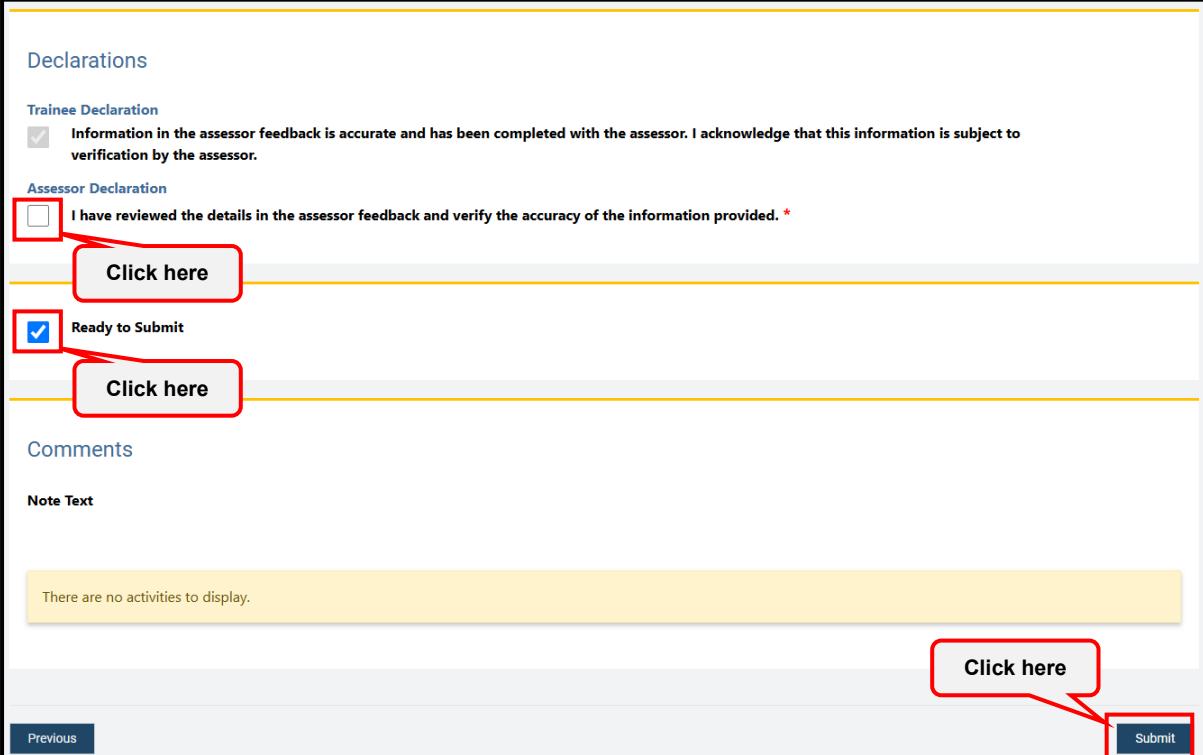
Reviewing of markers and investigation results to assess the patient's GFR.
Optimising medicines management

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.

Click here

Click here

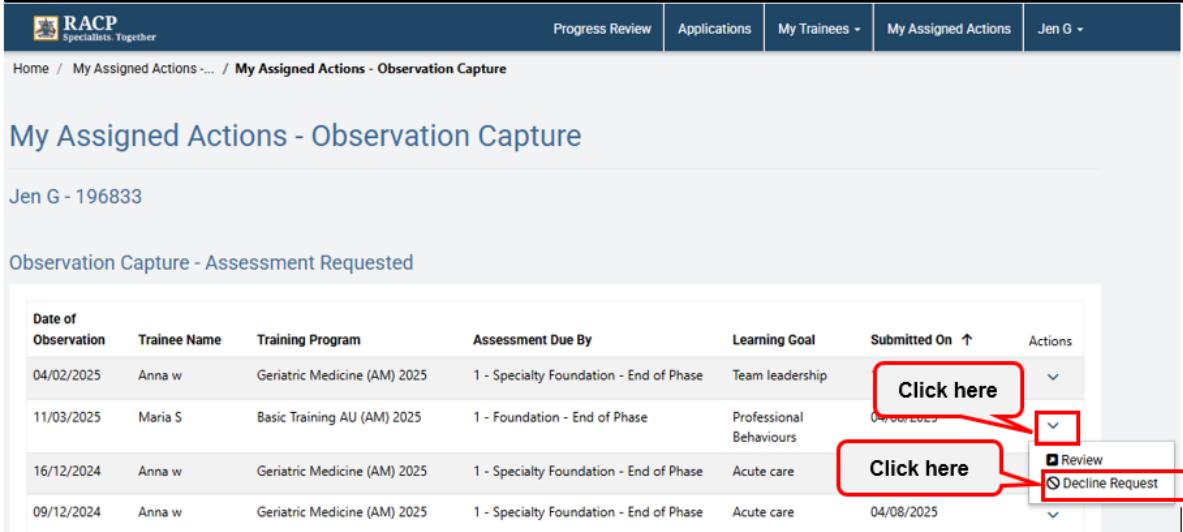
Previous

Click here

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**.



RACP
Specialists. Together

Progress Review Applications My Trainees My Assigned Actions Jen G

Home / My Assigned Actions ... / My Assigned Actions - Observation Capture

My Assigned Actions - Observation Capture

Jen G - 196833

Observation Capture - Assessment Requested

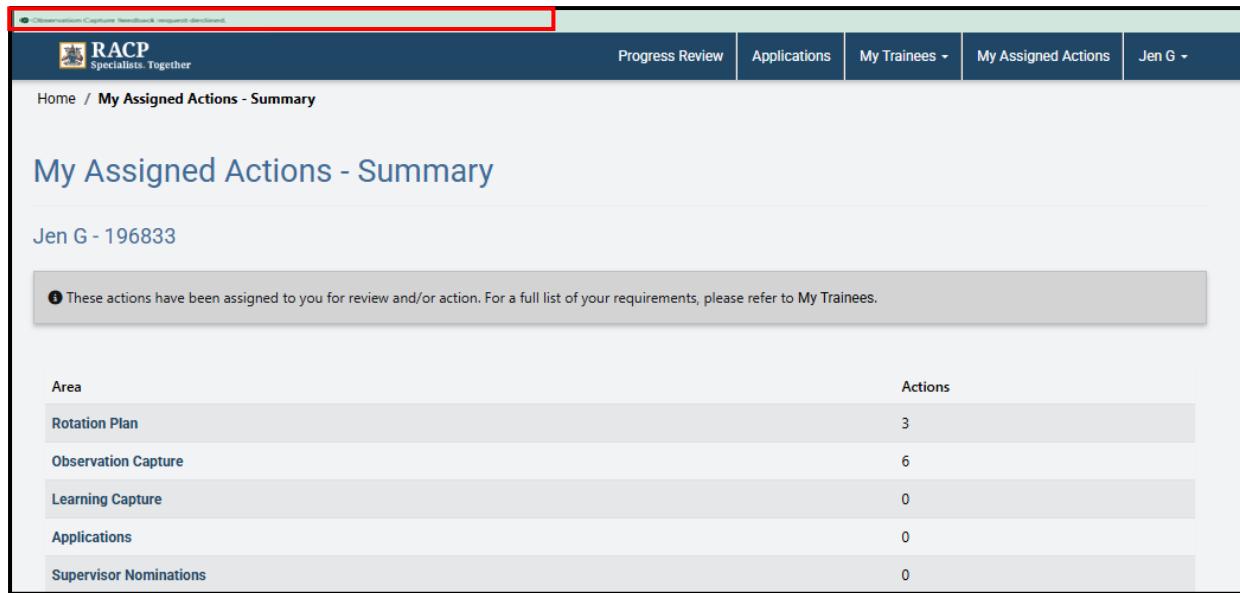
Date of Observation	Trainee Name	Training Program	Assessment Due By	Learning Goal	Submitted On ↑	Actions
04/02/2025	Anna w	Geriatric Medicine (AM) 2025	1 - Specialty Foundation - End of Phase	Team leadership	04/08/2025	<input type="button" value="Click here"/>
11/03/2025	Maria S	Basic Training AU (AM) 2025	1 - Foundation - End of Phase	Professional Behaviours		<input type="button" value="Click here"/>
16/12/2024	Anna w	Geriatric Medicine (AM) 2025	1 - Specialty Foundation - End of Phase	Acute care	04/08/2025	<input type="button" value="Click here"/>
09/12/2024	Anna w	Geriatric Medicine (AM) 2025	1 - Specialty Foundation - End of Phase	Acute care		<input type="button" value="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.

Progress Review Applications My Trainees - My Assigned Actions Jen G -

Home / My Assigned Actions - Summary

My Assigned Actions - Summary

Jen G - 196833

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	3
Observation Capture	6
Learning Capture	0
Applications	0
Supervisor Nominations	0

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.

Optional comments on Observation Captures

A Supervisor or Assessor may wish to add a comment to provide more clarity, ask a question, make a note of something important or respond to a Trainee's comment that they have added. Supervisors can add a comment even if they were not the assessor from whom the trainee requested feedback. Any comment added can be viewed by the Trainee, direct supervisor and any assessor involved in the observation capture.

Comments can be added to observations in the following statuses:

- Assessor Declined Request
- Completed
- Completed – Pending Reflection.

To add a comment:

1. Navigate to the trainee's observation capture record.



2. Scroll down the end and click “Add Comment”

OC Submitted On
14/01/2025

Feedback Provided By
Elinor DPE

Feedback Provided Date
17/12/2024

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. *

Comments

Date Created	From	Comment	Actions
28/02/2025 2:36 PM	Trainee Name	Thanks for reviewing my Observation Capture. I am looking forward to focusing on what I can improve, specifically ensuring that I consider other factors in my patient assessment.	View

3. Add your comment in the pop-up box and click Submit

14/01/2025

Feedback Provided By
Elinor DPE

Feedback Provided Date
17/12/2024

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.

Comments

Date Created

From

Comment

28/02/2025 2:36 PM

Trainee Name

Thanks for reviewing my Observation Capture. I am looking forward to focusing on what I can improve, specifically ensuring that I consider other factors in my patient assessment.

4. You will now be able to see the comment in Comments section updated immediately.

Comments

Comments are visible by all users and are not monitored by RACP

Add New Comment

Jen G
25/11/2025 04:43 PM

Well done trainee. I can see from the assessor's feedback that you were able to act with indirect supervision and have reflected deeply on what you could improve next time.

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**.

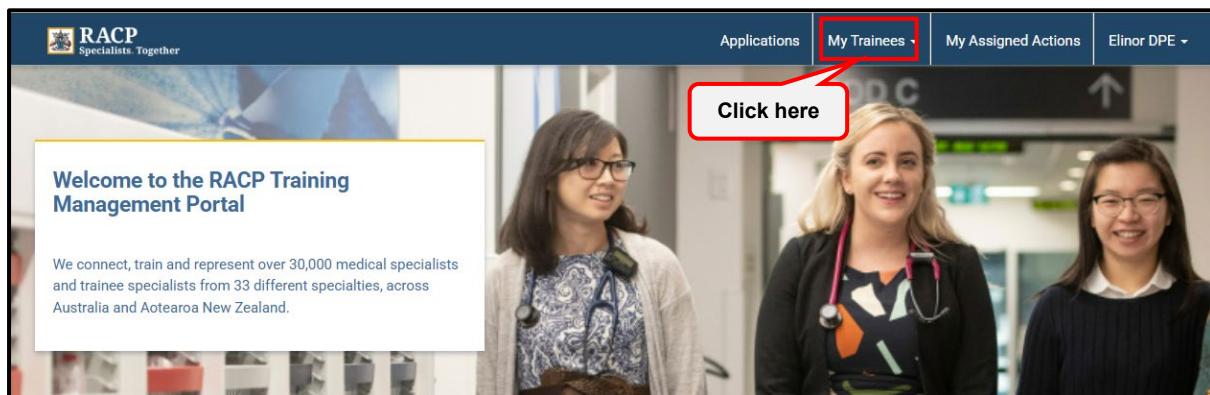


Figure 154

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**.

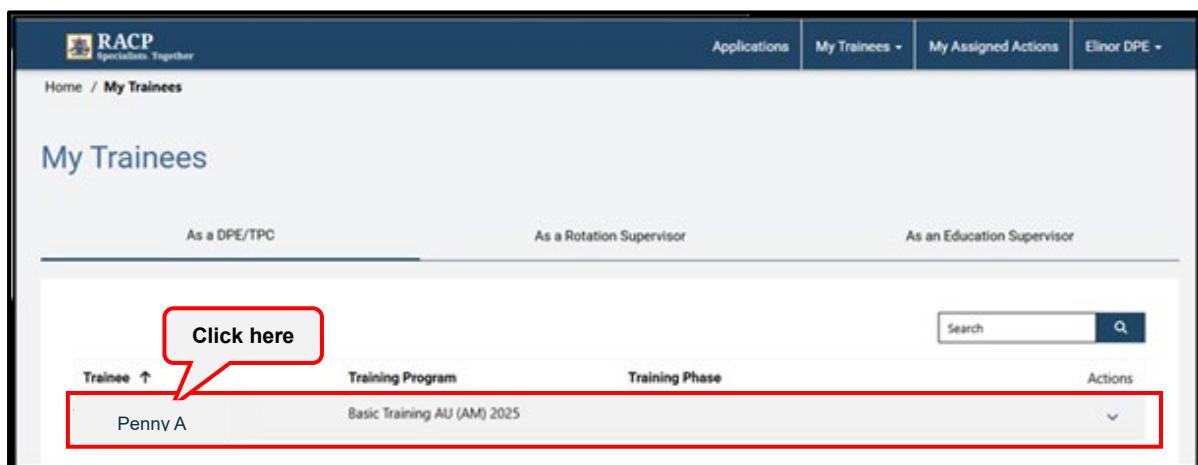
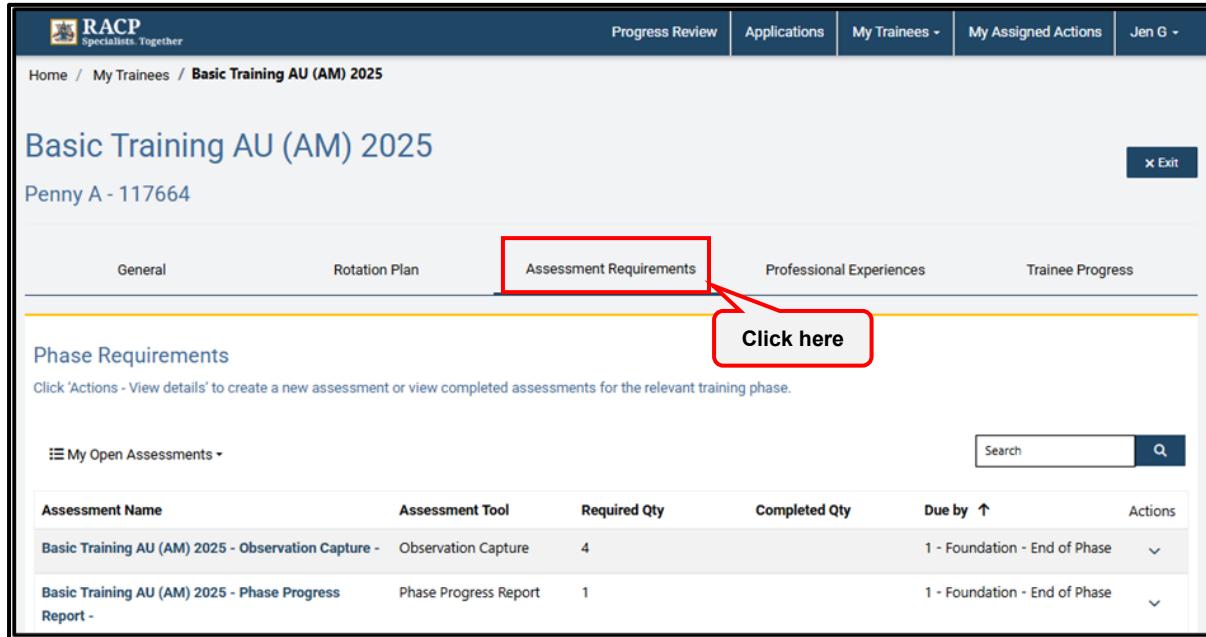


Figure 25

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



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

Basic Training AU (AM) 2025

Penny A - 117664

General Rotation Plan **Assessment Requirements** Professional Experiences Trainee Progress

Phase Requirements

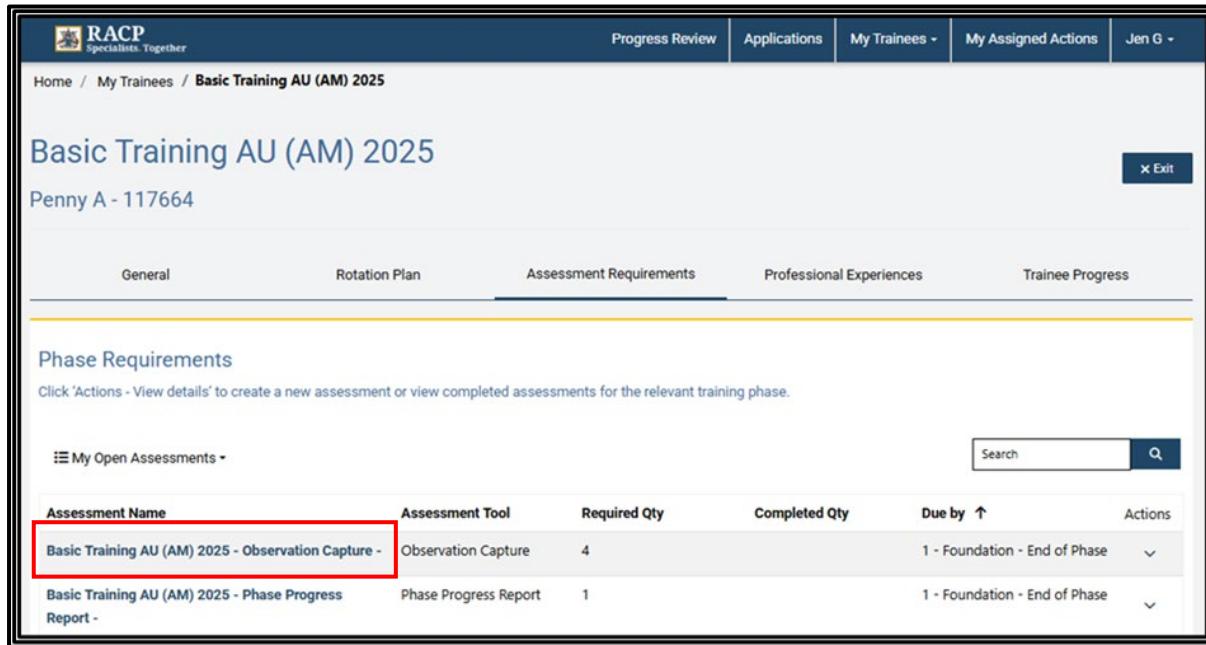
Click 'Actions - View details' to create a new assessment or view completed assessments for the relevant training phase.

My Open Assessments

Assessment Name	Assessment Tool	Required Qty	Completed Qty	Due by ↑	Actions
Basic Training AU (AM) 2025 - Observation Capture -	Observation Capture	4	1	1 - Foundation - End of Phase	▼
Basic Training AU (AM) 2025 - Phase Progress Report -	Phase Progress Report	1	1	1 - Foundation - End 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

Penny A - 117664

General Rotation Plan **Assessment Requirements** Professional Experiences Trainee Progress

Phase Requirements

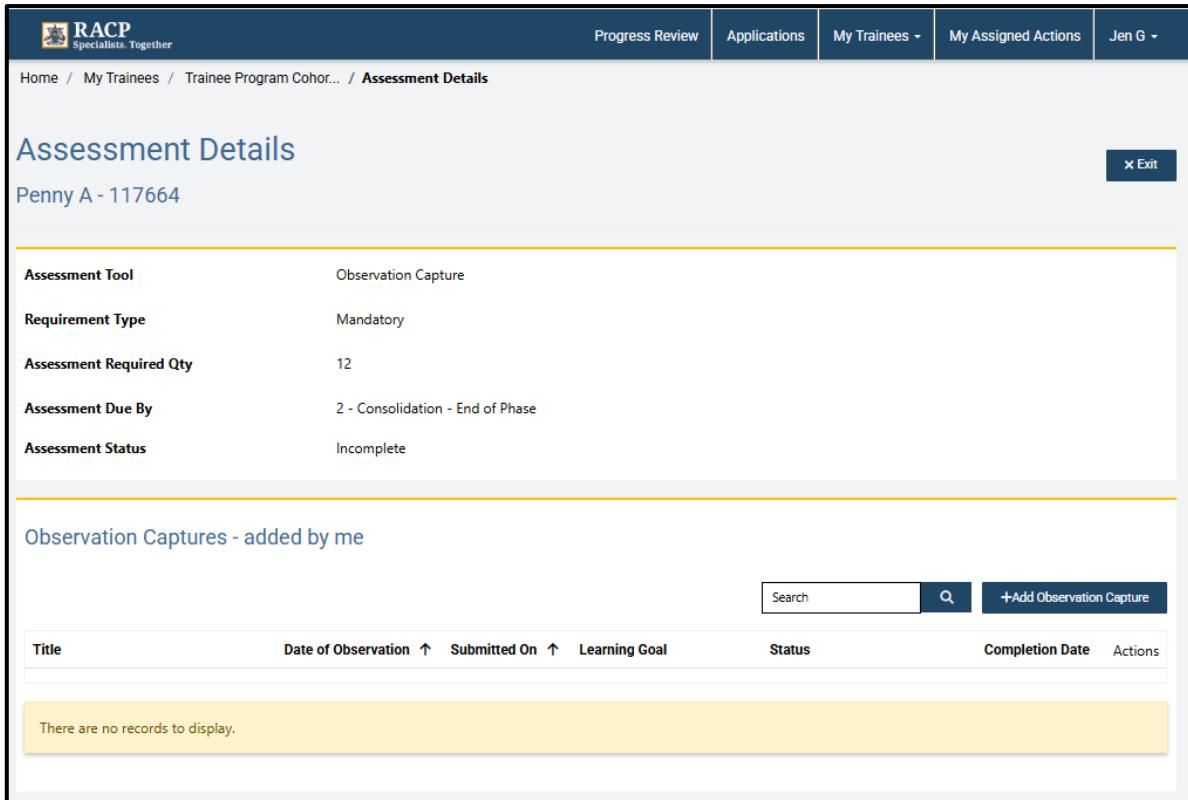
Click 'Actions - View details' to create a new assessment or view completed assessments for the relevant training phase.

My Open Assessments

Assessment Name	Assessment Tool	Required Qty	Completed Qty	Due by ↑	Actions
Basic Training AU (AM) 2025 - Observation Capture -	Observation Capture	4	1	1 - Foundation - End of Phase	▼
Basic Training AU (AM) 2025 - Phase Progress Report -	Phase Progress Report	1	1	1 - Foundation - End 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**.



Assessment Details

Penny A - 117664

Assessment Tool Observation Capture

Requirement Type Mandatory

Assessment Required Qty 12

Assessment Due By 2 - Consolidation - End of Phase

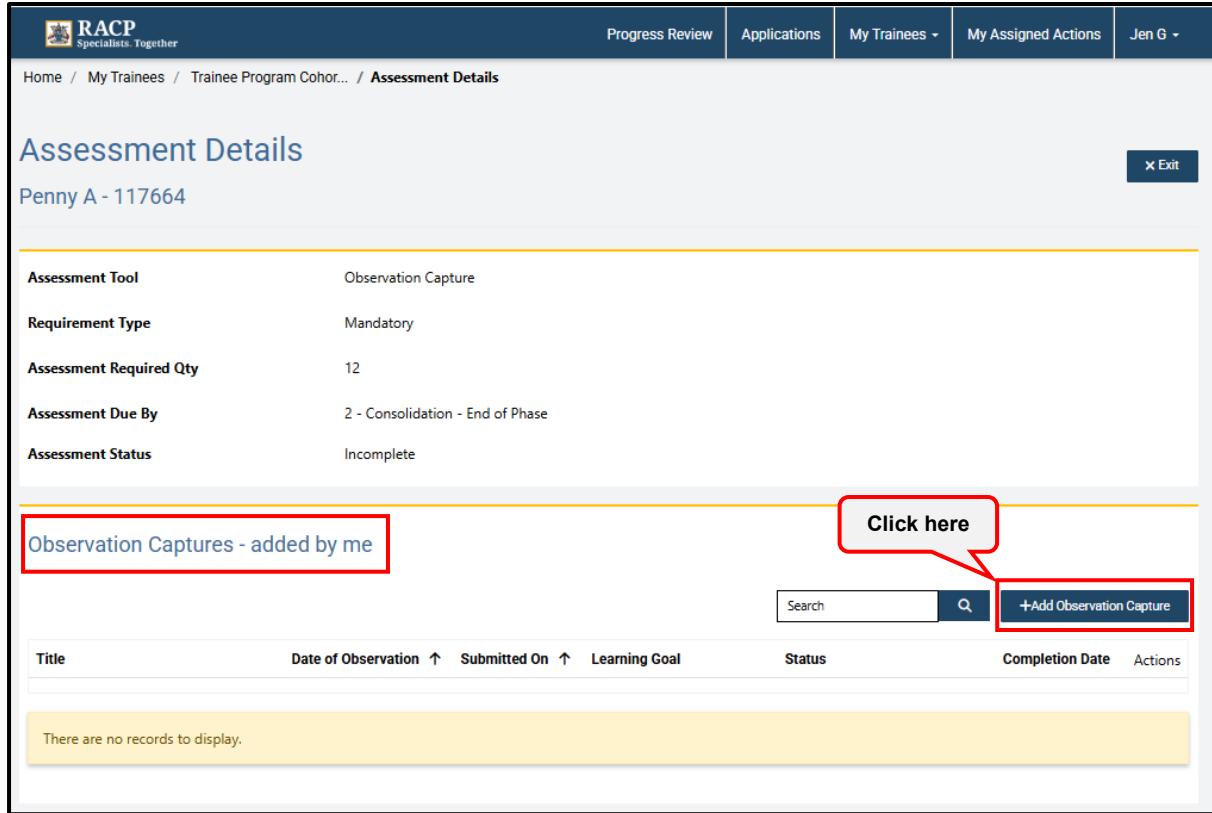
Assessment Status Incomplete

Observation Captures - added by me

Title	Date of Observation ↑	Submitted On ↑	Learning Goal	Status	Completion Date	Actions
There are no records to display.						

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

Penny A - 117664

Assessment Tool Observation Capture

Requirement Type Mandatory

Assessment Required Qty 12

Assessment Due By 2 - Consolidation - End of Phase

Assessment Status Incomplete

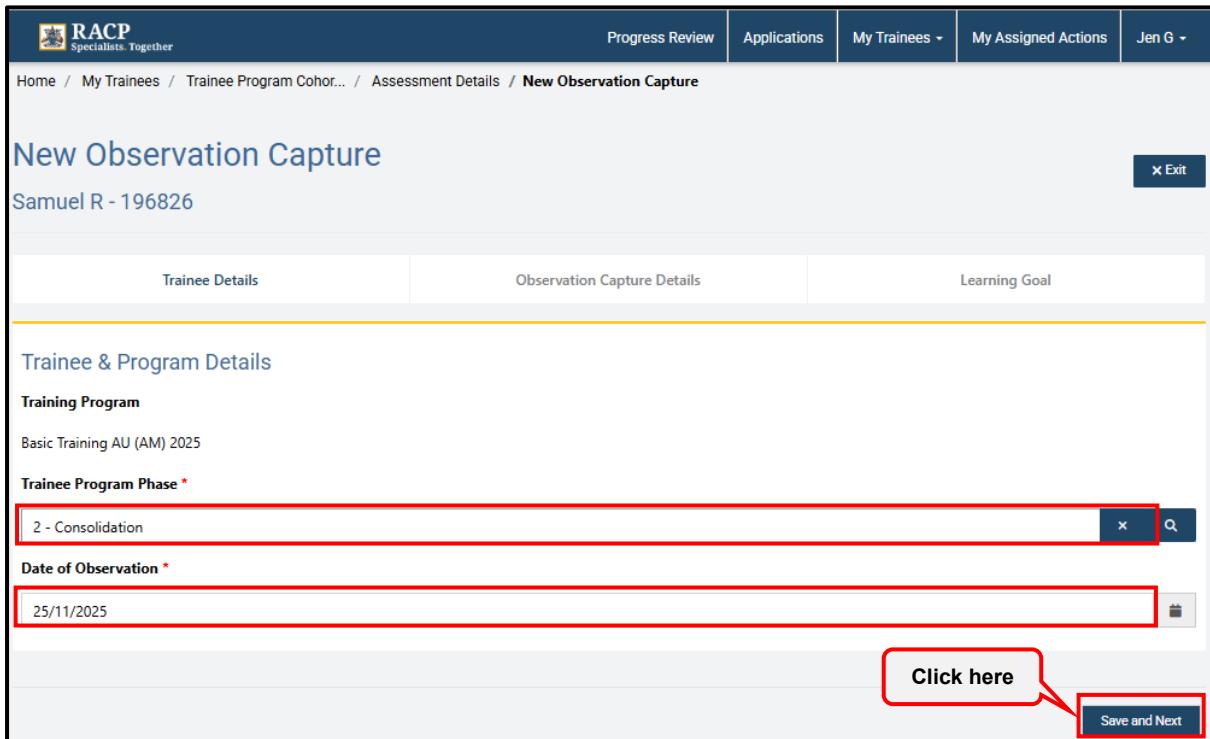
Observation Captures - added by me

Click here

Title	Date of Observation ↑	Submitted On ↑	Learning Goal	Status	Completion Date	Actions
There are no records to display.						

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**.



The screenshot shows the 'New Observation Capture' interface. At the top, there are navigation links: Home, My Trainees, Trainee Program Cohor..., Assessment Details, and New Observation Capture. The main title is 'New Observation Capture' with a 'x Exit' button. Below the title, the trainee's name 'Samuel R - 196826' is displayed. The interface is divided into three tabs: Trainee Details, Observation Capture Details, and Learning Goal. The 'Trainee & Program Details' section is currently active. It contains fields for 'Training Program' (Basic Training AU (AM) 2025), 'Trainee Program Phase' (2 - Consolidation), and 'Date of Observation' (25/11/2025). A callout box points to the 'Save and Next' button at the bottom right, which is highlighted with a red border.

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

Samuel R - 196826

[X Exit](#)

✓ Trainee Details	Observation Capture Details	Learning Goal
Observation Capture Details		
Observation Capture Type * <input type="text" value="Select"/>		
Summary of Activity * <input type="text"/>		
Complexity * <input type="text" value="Select"/>		
Primary Learning Goal * <input type="text"/> Q		
Previous	Click here	Save and Next

Figure 31

11. In the **Observation Capture Details section**, populate the following mandatory fields. Refer to **Figure 32** 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	Medical expertise	<input type="text"/>	<table border="1" style="border-collapse: collapse; text-align: center;"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No	Yes	No	Yes	No
Yes	No								
Yes	No								
Yes	No								
2	Communication	<input type="text"/>							
3	Quality and safety	<input type="text"/>							

Figure 32

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

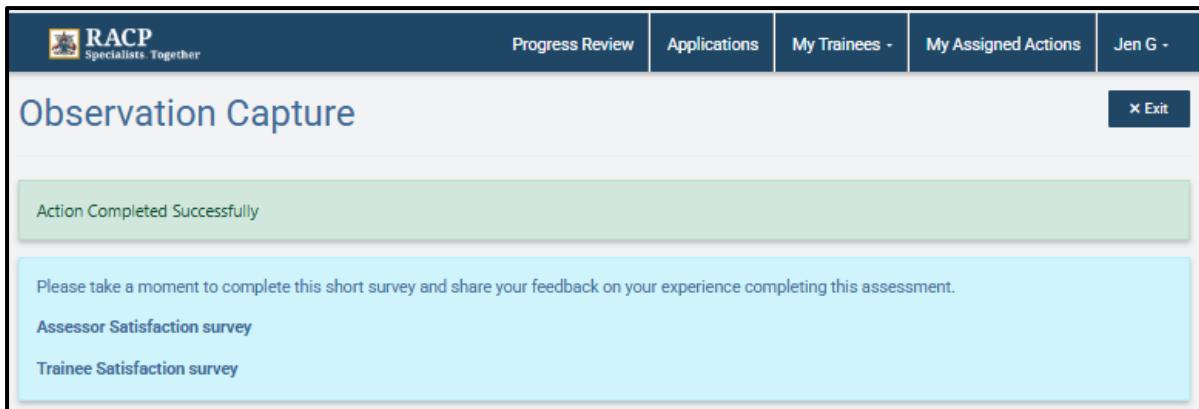
Click here 

Submit

Previous

Figure 35

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



Action Completed Successfully

Please take a moment to complete this short survey and share your feedback on your experience completing this assessment.

[Assessor Satisfaction survey](#)

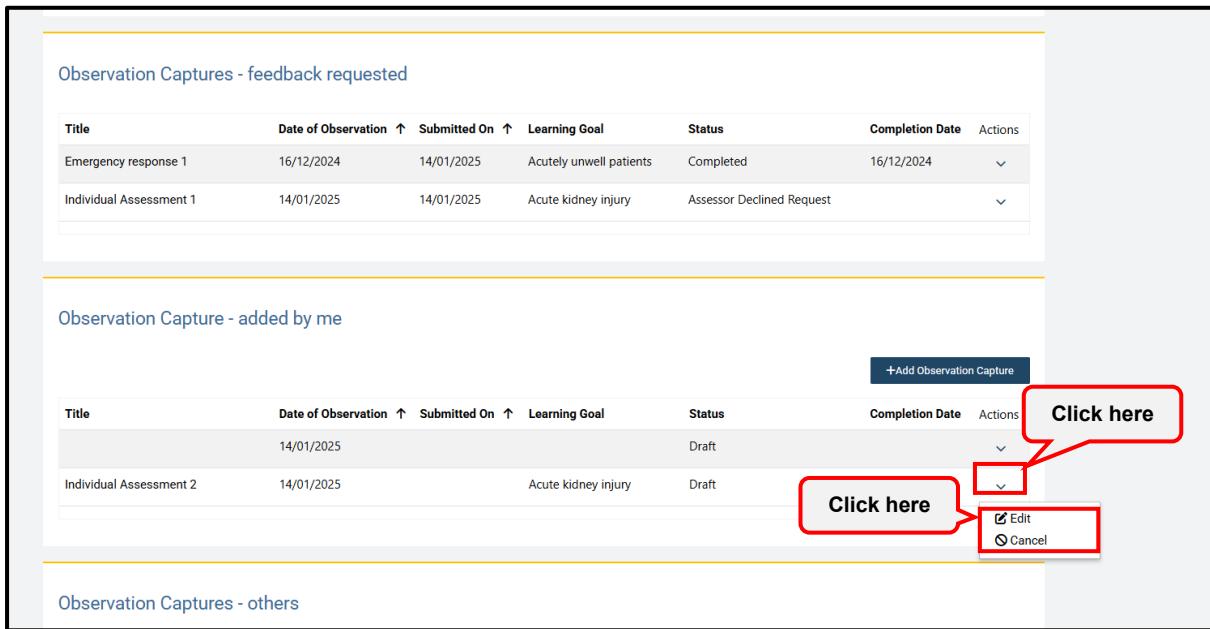
[Trainee Satisfaction survey](#)

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 and saved but not yet Submitted, 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

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 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
- Add an optional comment to an Observation Capture
- Accept Observation Capture feedback requests
- Decline Observation Capture feedback requests