





# Observation Capture Guide

## Supervisor Guide

<b>Purpose</b>	Use this guide for assistance on completing Observation Captures
<b>Intended Audience</b>	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.
<b>Context</b>	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 .



## Contents

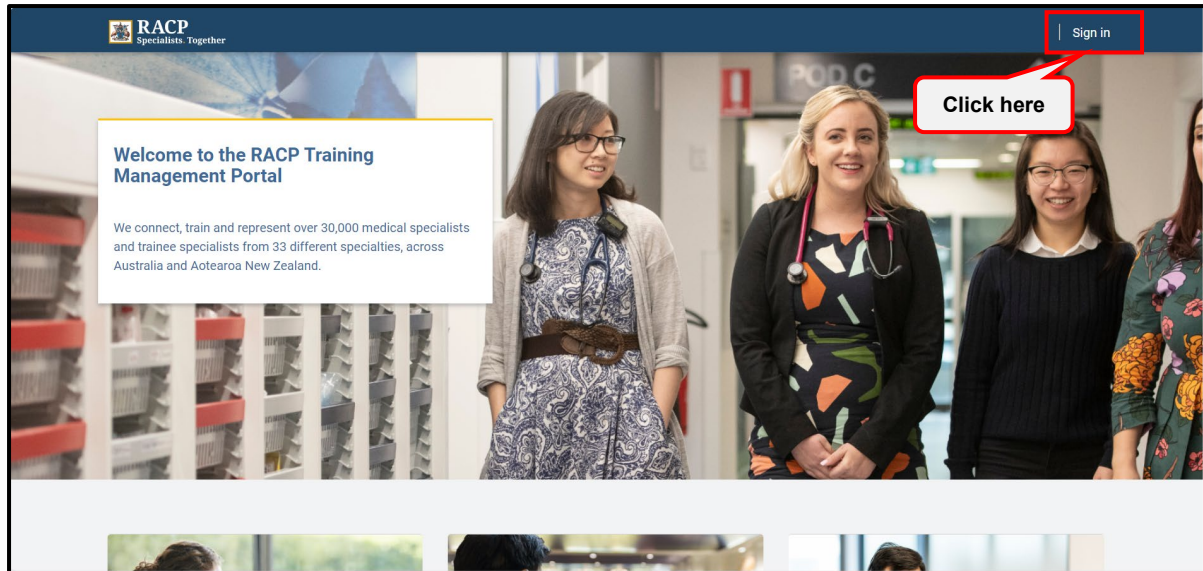
<b>Section 1: Log in to the Portal.....</b>	<b>3</b>
<b>Section 2: Review my Trainees' completed Observation Captures.....</b>	<b>5</b>
<b>Section 3: Reviewing Observation Capture Feedback Requests (Trainee initiated).....</b>	<b>8</b>
Optional comments to Observation Captures.....	14
<b>Section 4: Initiate an Observation Capture .....</b>	<b>16</b>
<b>Section 5: Receive Notifications .....</b>	<b>23</b>
<b>Section 6: Summary of Outcomes .....</b>	<b>24</b>



## 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**.

*Figure 2*



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

 .

← testuser1@racp.edu.au

### Enter password

[Forgot my password](#)

**Sign in**

Welcome to the RACP login page.

*Figure 3*

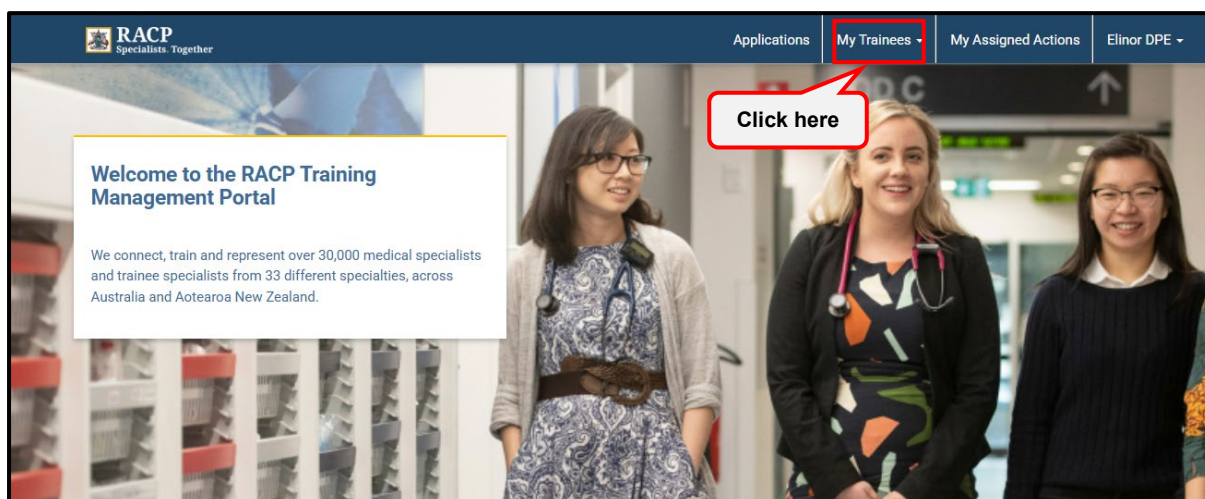


## Section 2: Review my Trainees completed Observation Captures

**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**.



Home / **My Trainees**

My Trainees

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](#).

Search

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

**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

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

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	▼
Basic Training AU (AM) 2025 - Phase Progress Report -	Phase Progress Report	1		1 - Foundation - End 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

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 - 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**.



Applications

My Trainees

My Assigned Actions

Elabor CPE

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

Assessment Details

Samuel - 12456

Edit

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

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	▼

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**.

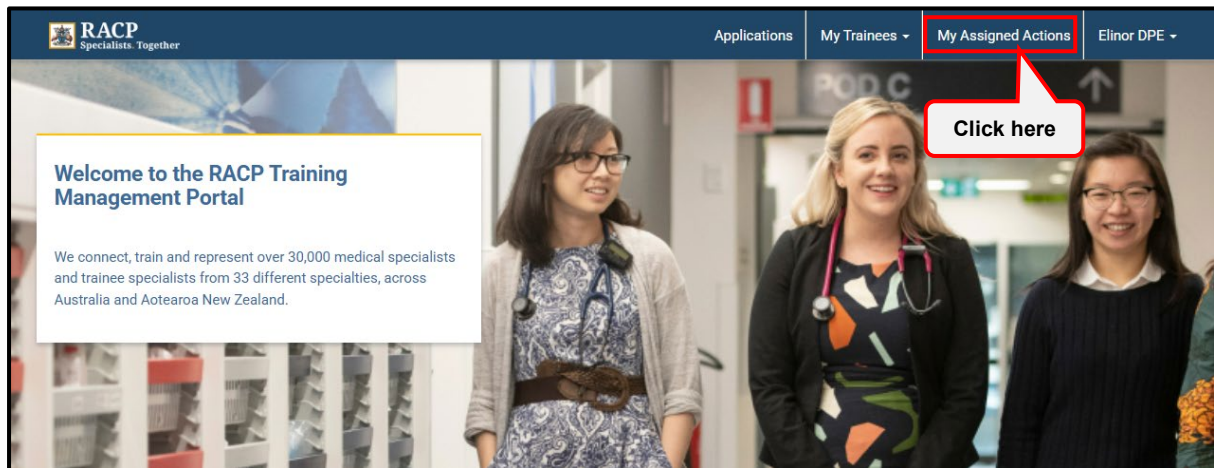


Figure 9

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

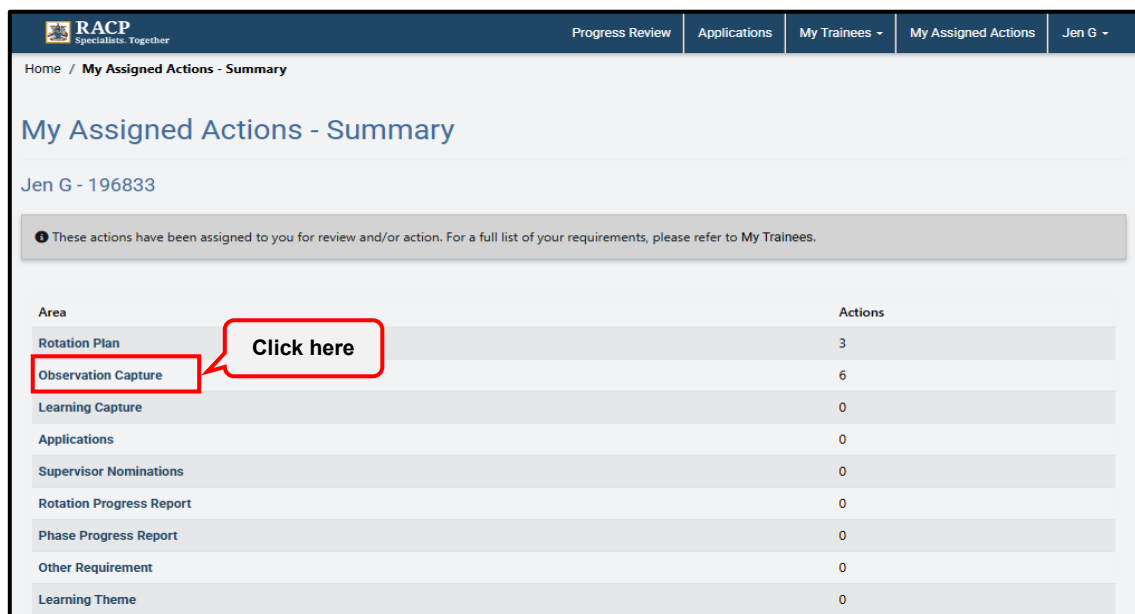


Figure 10

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**.





 RACP  
Specialists. Together

Progress ReviewApplicationsMy Trainees -My Assigned ActionsJen 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	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		▼
11/03/2025	Maria S	Basic Training AU (AM) 2025	1 - Foundation - End of Phase	Professional Behaviours		▼
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	▼

Click here

Click here

ReviewDecline Request

Figure 12

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



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

The screenshot shows a web form titled 'Declarations'. It has two sections: 'Trainee Declaration' and 'Assessor Declaration'. The 'Trainee Declaration' has a checked checkbox and the text '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.' The 'Assessor Declaration' has an unchecked checkbox and the text 'I have reviewed the details in the assessor feedback and verify the accuracy of the information provided. \*'. Below these are two buttons: 'Ready to Submit' (checked) and 'Submit'. Both buttons are highlighted with red boxes and a 'Click here' callout. At the bottom, there is a 'Previous' button and a 'Submit' button (also highlighted with a red box and 'Click here' callout). A 'Comments' section with a 'Note Text' label and a message 'There are no activities to display.' is also visible.

**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**.

The screenshot shows the 'My Assigned Actions - Observation Capture' page. It features a table with the following columns: Date of Observation, Trainee Name, Training Program, Assessment Due By, Learning Goal, Submitted On, and Actions. The table contains four rows of data. The 'Actions' column for each row has a downward-facing arrow. The first row's arrow is highlighted with a red box and a 'Click here' callout. The second row's arrow is also highlighted with a red box and a 'Click here' callout. The third row's arrow is highlighted with a red box and a 'Click here' callout. The fourth row's arrow is highlighted with a red box and a 'Click here' callout. A red box highlights the 'Decline Request' option in the 'Actions' column of the fourth row.


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		Click here
11/03/2025	Maria S	Basic Training AU (AM) 2025	1 - Foundation - End of Phase	Professional Behaviours	04/08/2025	Click here
16/12/2024	Anna w	Geriatric Medicine (AM) 2025	1 - Specialty Foundation - End of Phase	Acute care		Click here
09/12/2024	Anna w	Geriatric Medicine (AM) 2025	1 - Specialty Foundation - End of Phase	Acute care	04/08/2025	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 Handbook - required document

 **RACP**  
Specialists. Together

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.	

Click here

+ Add Comment

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	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.	

Click here

Submit

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.



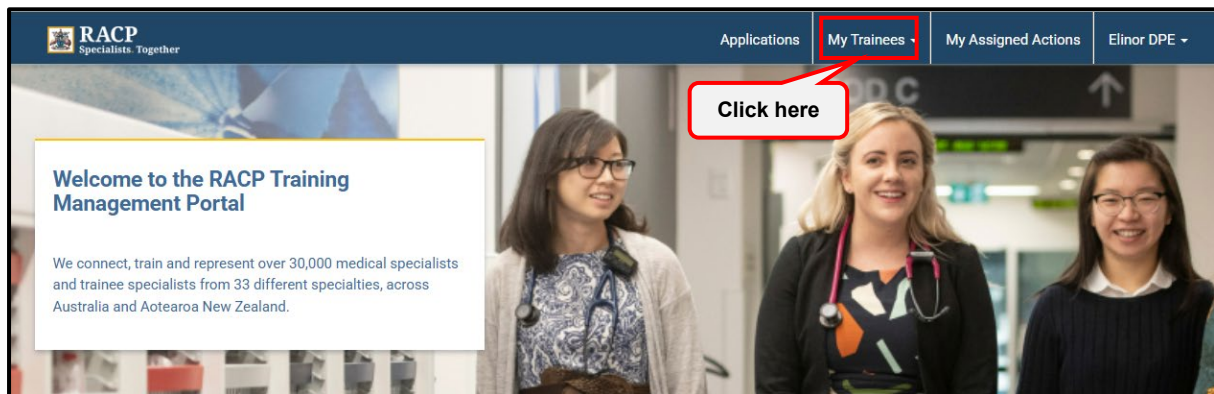


## Section 4: Initiate an Observation Capture

**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.

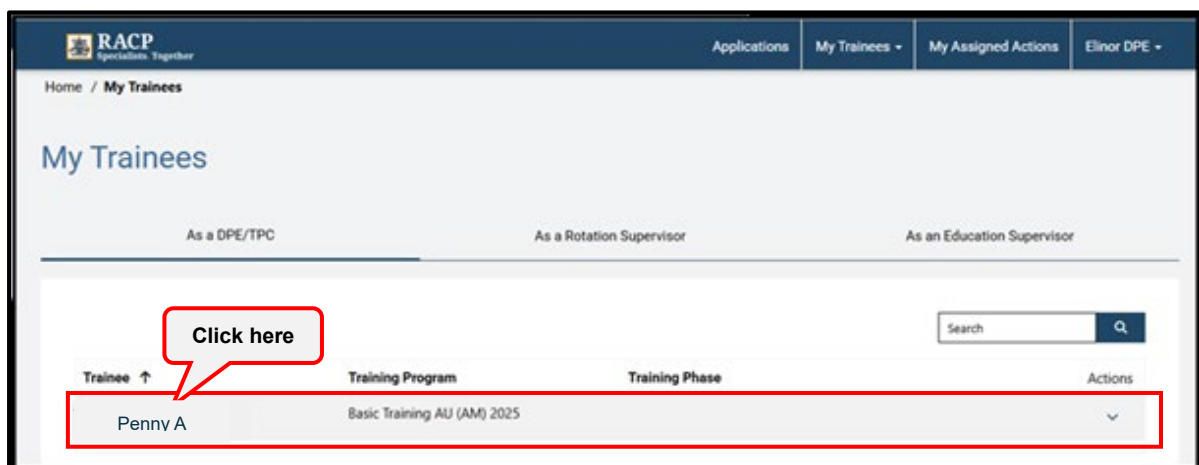
Only related assessors can initiate an Observation Capture. For example, if the user is not a trainee's supervisor linked via setting or rotation plan, they cannot initiate an Observation Capture.

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 - Foundation - End of Phase	▾
Basic Training AU (AM) 2025 - Phase Progress Report -	Phase Progress Report	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 - Foundation - End of Phase	▾
Basic Training AU (AM) 2025 - Phase Progress Report -	Phase Progress Report	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**.



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

## 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

Search

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**.

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

## 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

Search

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' form. The top navigation bar includes 'Progress Review', 'Applications', 'My Trainees', 'My Assigned Actions', and 'Jen G'. The breadcrumb trail is 'Home / My Trainees / Trainee Program Cohor... / Assessment Details / New Observation Capture'. The form title is 'New Observation Capture' with an 'Exit' button. Below the title is the trainee name 'Samuel R - 196826'. The form has three tabs: 'Trainee Details', 'Observation Capture Details', and 'Learning Goal'. The 'Trainee & Program Details' section is active, showing 'Training Program' as 'Basic Training AU (AM) 2025'. The 'Trainee Program Phase' field is set to '2 - Consolidation' and the 'Date of Observation' field is set to '25/11/2025'. A red box highlights the 'Save and Next' button at the bottom right, with a callout bubble saying 'Click here'.

**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

✓ Trainee Details      Observation Capture Details      Learning Goal

Observation Capture Details

Observation Capture Type \*

Select

Summary of Activity \*

Complexity \*

Select

Primary Learning Goal \*

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	Click here	Yes No
2	Communication		Yes No
3	Quality and safety		Yes No

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

Previous Submit

Click here

*Figure 35*

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



Specialists. Together

Progress ReviewApplicationsMy Trainees -My Assigned ActionsJen G -

## Observation Capture

✕ Exit

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

+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 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