





# Unrelated Assessor Guide

## Provide feedback on an Observation Capture

<b>Purpose</b>	This guide provides guidance on how unrelated assessors (unauthenticated users) navigate and provide feedback on Observation Capture assessment requirements in the TMP Portal.
<b>Intended Audience</b>	<p>Unrelated Assessors (unauthenticated users). An unauthenticated user can include anyone with or without an RACP login, they just do not need to be logged in to complete the activities outlined in the guide.</p> <p>An unrelated assessor does not have a direct training role with a specific trainee (i.e., as an agreed nominated Supervisor), so will not have access to the Trainee's record aside from the page requesting feedback. However, it does not mean that this assessor is not already a Supervisor or holds another role in the TMP. The Unrelated Assessor role is a specific relationship to the trainee making the Observation Capture request.</p>
<b>Context</b>	This guide is designed to help guide Unrelated Assessors in viewing, declining or providing feedback for a requested an Observation Capture.

### How to use this document:

The document is structured into 2 sections, representing 1 key Unrelated Assessor 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 .



## Contents

<b>Section 1: Observation Capture</b> .....	<b>3</b>
<b>Section 2: Summary of Outcomes</b> .....	<b>10</b>



## Section 1: Observation Capture

**Context:** Use these instructions as an Unrelated Assessor to view, decline or provide feedback on an Observation Capture in the TMP Portal.


This Observation Capture will be initiated by the trainee. The trainee can either:


- Enter feedback that has been dictated to them by the assessor (you) at the time of the observation capture. The Observation Capture will then be sent to the assessor for validation to ensure they are satisfied with what has been entered.
- Complete the Observation Capture, leaving the assessor feedback section blank. This will then be sent to the assessor to complete their feedback and validate all details entered.







Please note that these requests outlined in this guide will not appear under the **My Assigned Actions** tab in TMP Portal. Following the instructions below to view and interact with the Observation Capture.

1. When you have received an email indicating that a Trainee has requested your feedback on their observation capture, open the email.
2. Confirm the details of the observation capture, ensuring that the Trainee has requested feedback from the right person.
3. As guided by the email, click on the hyperlinked text '**TMP Portal**' which will direct you to a page where you can provide feedback. Refer to **Figure 1**.

For action: Review Dr Samuel R's observation capture 'Continuing professional development 3' and provide ...



TS  
TMP  
To 

 Reply  Reply All  Forward  

Thu 27/11/2025 11:22 AM

Dear | Kia ora

Dr R has submitted their "Continuing professional development 3" for your review and feedback.

**Observation Capture details**  
Trainee: Dr Samuel R  
Applicable Learning Goal: Clinical Assessment  
Feedback request date: 27/11/2025

**Actions required**

You can access the [Continuing professional development 3](#) for 30 days from the original feedback request date, where you can review and either provide feedback or decline the feedback request.

Note that the above link will open on a validation page, which will request your email address for validation. Please provide the email address to validate: [your\\_email@testaddress.com](mailto:your_email@testaddress.com)

**Need help?**

If you have any questions, please [contact us](#). Please note that this is an automated email.

**Figure 1**



**Note:** This hyperlink is only active for 30 days.

*If you have a login for the TMP and you have been requested to complete an Observation Capture for a trainee that is not assigned to you, the request will not display in your 'My Assigned Actions'. You will need to follow the email link to complete the form.*

4. Upon opening the link, you will be directed to a web page where you can confirm the feedback request. Please enter your name and email address and tick the declaration to validate.

**Feedback Request Validation**

Please enter your full name and the email address used for the feedback request. This validation is used to confirm your identity and open the assessment to provide feedback.

**Name \***

Maximum 250 characters allowed.

**Email Address \***

Maximum 250 characters allowed.

☐ By providing my details, I acknowledge my responsibility to review the assessment and provide feedback. I confirm I am the assigned assessor for this trainee's assessment. \*

Click here

**Figure 2a**

5. The next page displayed will be a form for you to complete following your observation of an RACP trainee performing a work task. Refer to **Figure 2**.



Home / External Feedback Request

## Observation Capture

Samuel R - 196826

Click 'Decline' if you were incorrectly nominated to review this submission. The trainee will be notified to nominate another assessor.

Decline

Trainee and Observation Details

Learning Goal

**Training Program** Basic Training AU (AM) 2025

**Training Program Phase** 2 - Consolidation

**Date of Observation** 25/11/2025

*Figure 2*

6. If you need to Decline the feedback request, click **Decline** in the top right of the form. Otherwise, scroll to review the observation capture information added by the trainee. Refer to **Figure 3**.

Home / External Feedback Request

## Observation Capture

Samuel R - 196826

Click 'Decline' if you were incorrectly nominated to review this submission. The trainee will be notified to nominate another assessor.

Decline

Trainee and Observation Details

Learning Goal

*Figure 3*

7. The RACP trainee will have completed the Observation Capture Details in the form. Your role as an assessor is to provide a rating of the trainee's performance and provide them with feedback. If required, the unrelated assessor can also update the Observation Capture Details ('Observation Capture Type', 'Summary of Activity', 'Complexity', and 'Primary Learning Goal') that were originally added by the trainee. Refer to **Figure 4**.
8. Optionally, you can choose to update the fields in the **Observation Capture Details** section. Refer to **Figure 4**.



Observation Capture Details

Observation Capture Type \*

Emergency response

Summary of Activity \*

Assessment of seriously unwell or injured patient and initiate management, including mobilising available supervision. Recognised clinical deterioration and respond by following the local process for escalation of care. Lead resuscitation team initially and involved other necessary services.

Complexity \*

Medium

Primary Learning Goal

Clinical Assessment

Previous Save and Next

**Figure 4**

9. If you need to update the 'Primary Learning Goal' field, select the microscope. Refer to **Figure 5**.

Observation Capture Details

Observation Capture Type \*

Emergency response

Summary of Activity \*

Assessment of seriously unwell or injured patient and initiate management, including mobilising available supervision. Recognised clinical deterioration and respond by following the local process for escalation of care. Lead resuscitation team initially and involved other necessary services.

Complexity \*

Medium

Primary Learning Goal

Click here

**Figure 5**

10. Choose the correct learning goal from the list by selecting the checkbox. Alternatively, type directly in the **Search** box to find the right learning goal. Click '**Select**' once complete. Click **Save and Next** to proceed. Refer to **Figure 6**.



Lookup records

Choose one record and click Select to continue

Check box

Type here

Search

Acute kidney injury

Acutely unwell patients

Adult interventional nephrology

Adults with disabilities arising in childhood

Amputation of limb and prosthetics

1 2 3 >

Click here

Select Cancel

Figure 6

11. Proceed to the Learning Goal page. Scroll down and review the information. Under Learning Goal Components, check 'Yes' and 'No' to the components observed during the Observation Capture. Refer to **Figure 7**.

Learning Goal

Primary Learning Goal

Clinical Assessment

Learning Goal Components

Select the learning goal components observed during the Observation Capture.

# ↑	Name	Observed	Actions
1	perform this activity primarily in inpatient settings	Yes	Yes No
2	select procedures	No	Yes No

Click here

Figure 7

12. Scroll down to view the Trainee Reflection provided. Under Assessor Feedback, complete all of the questions. Refer to **Figure 8**.



13. To update the ‘**How much supervision did the trainee require during this activity?**’ field, select the microscope, check the appropriate rating and click ‘**Select**’. Refer to **Figure 8**.

**Figure 8**



**Note:** *In this instance, the trainee left the Assessor Feedback section blank. Refer to **Figure 9**. If the assessor dictated their feedback to the trainee, the trainee might have already entered information into this section. Please verify and make any updates to the information entered.*


14. Scroll down to the bottom of the page and check the **Assessor Declaration** box, the **Ready to Submit** box and finally click the **Submit** button. Refer to **Figure 9**.

**Figure 9**

15. Upon submission, you will receive an **Action Completed Successfully** message. Refer to **Figure 10**. The trainee will be able to view the form with the Assessor Feedback and any changes made.





 **RACP**  
Specialists. Together

☰

Home / External Feedback Request

Observation Capture

Samuel R - 196826

✕ Exit

✔ Action Completed Successfully.

*Figure 10*



## Section 2: Summary of Outcomes

The **Unrelated Assessor Guide** is now complete. You now have instructions to:

- View, decline or provide feedback on an Observation Capture in the Training Management Platform (TMP) Portal