





# 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 .



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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: Observation Capture

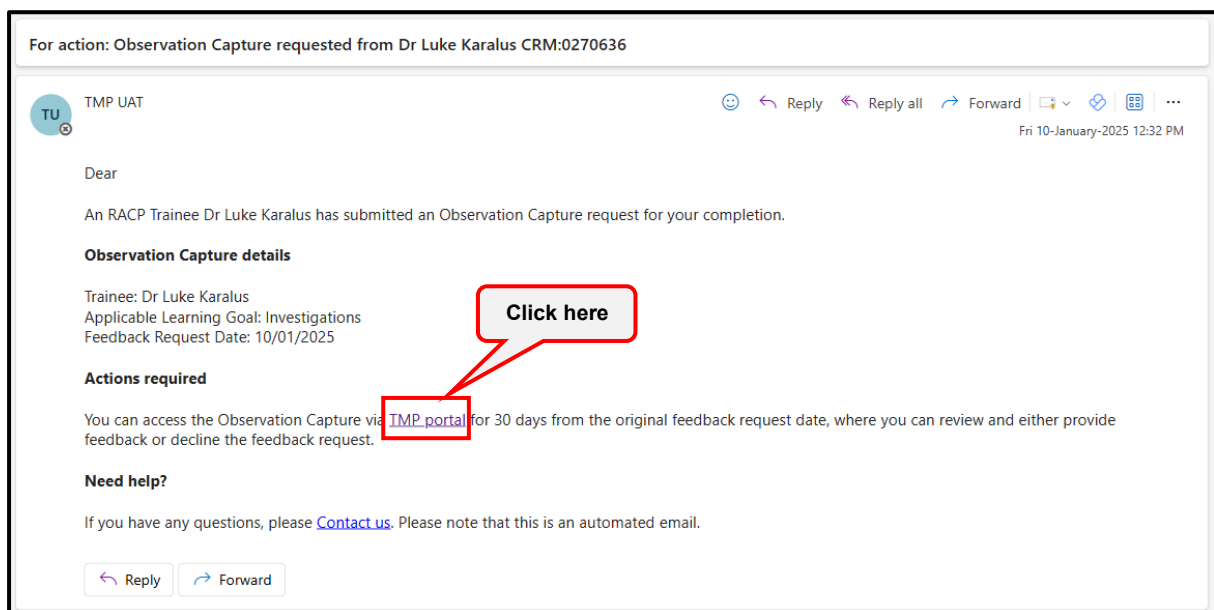
**Context:** Use these instructions as an Unrelated Assessor to view, decline or provide feedback on an Observation Capture in the TMP Portal.

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 assessor 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**.



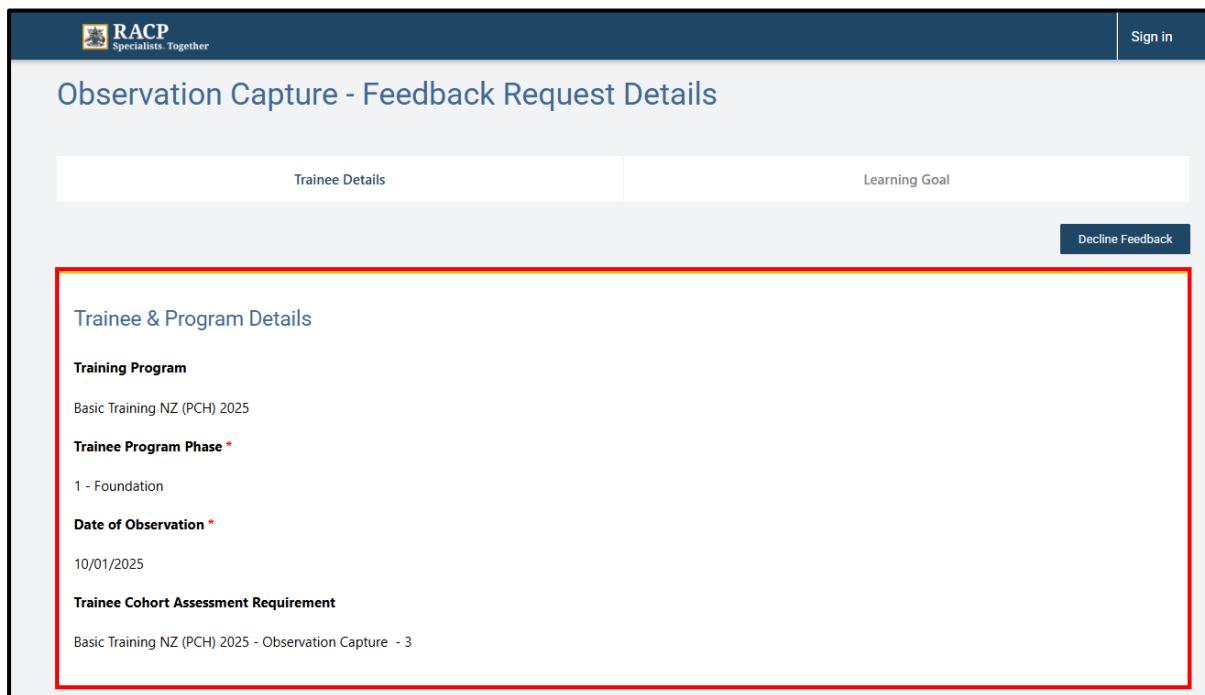
**Figure 1**



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

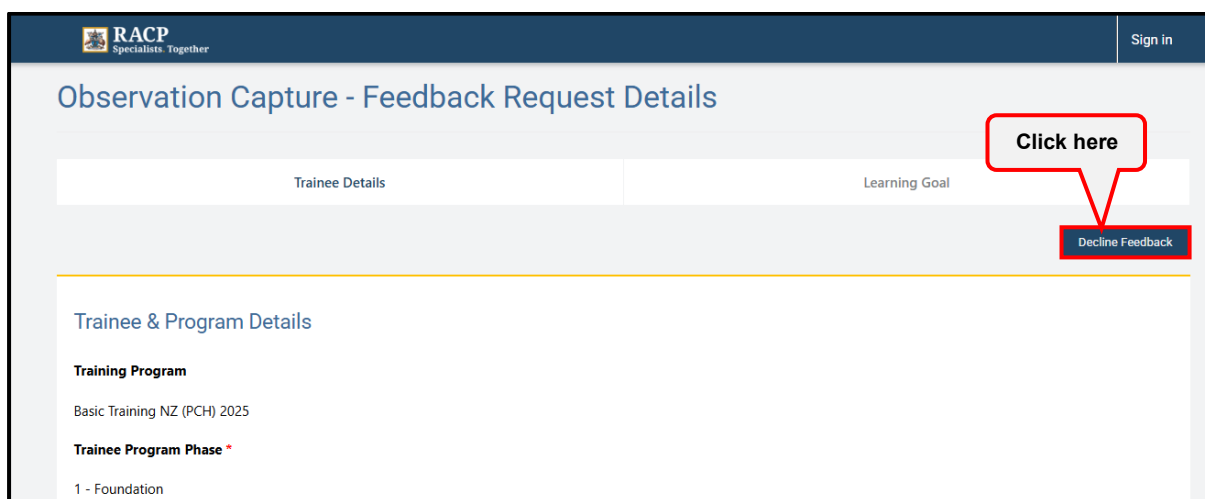
If you have a login for the TMP and you have been requested to complete an Observation Capture for a trainee that is not assigned to you, the request will not display in your 'My Assigned Actions'. You will need to follow the email link to complete the form.

- Upon opening the link, you will be directed to a web page where no log in is required. The 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**.



**Figure 2**

- If you need to Decline the feedback request, click **Decline Feedback** in the top right of the form. Otherwise, scroll to review the information inputted by the trainee. Refer to **Figure 3**.



**Figure 3**

- 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**.
- 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*

8. 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*

9. 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**.

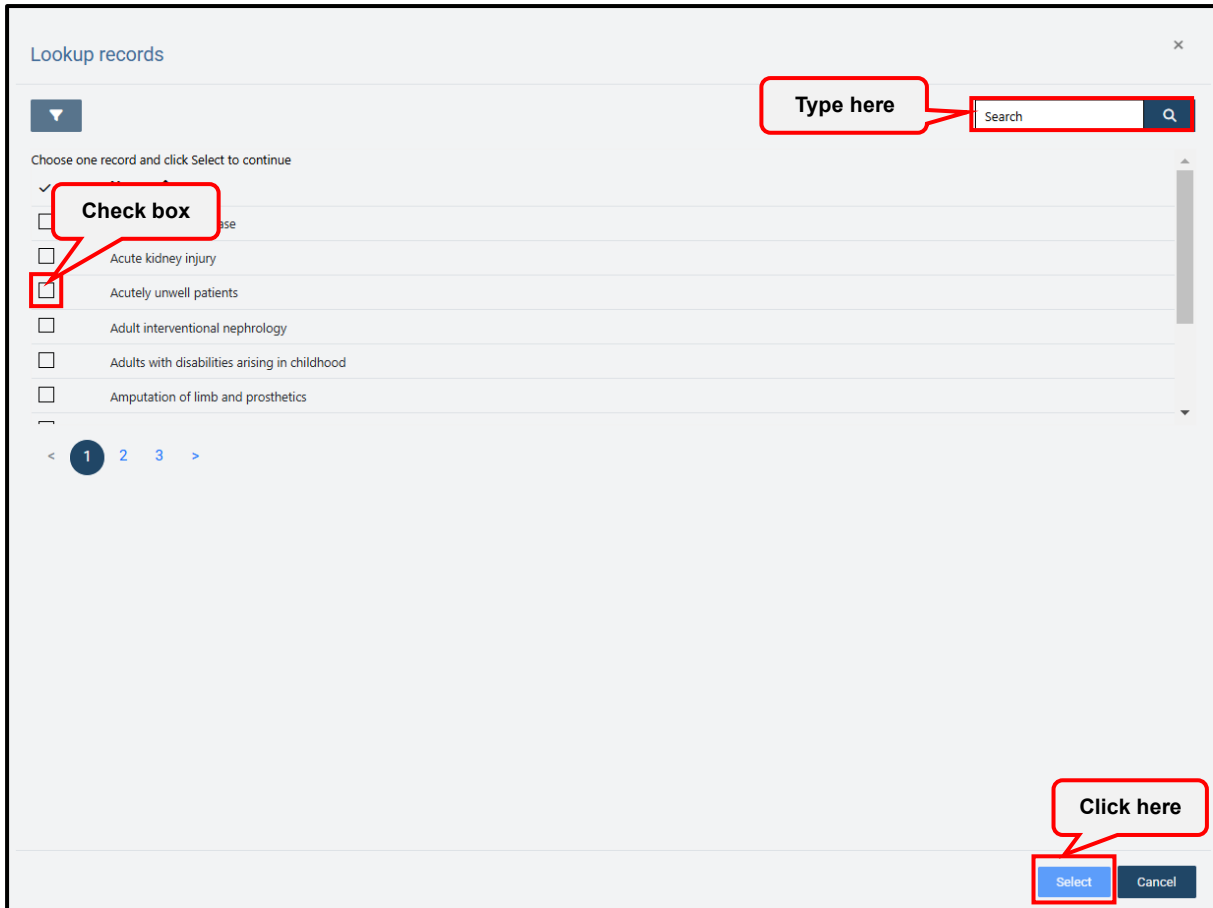


Figure 6

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

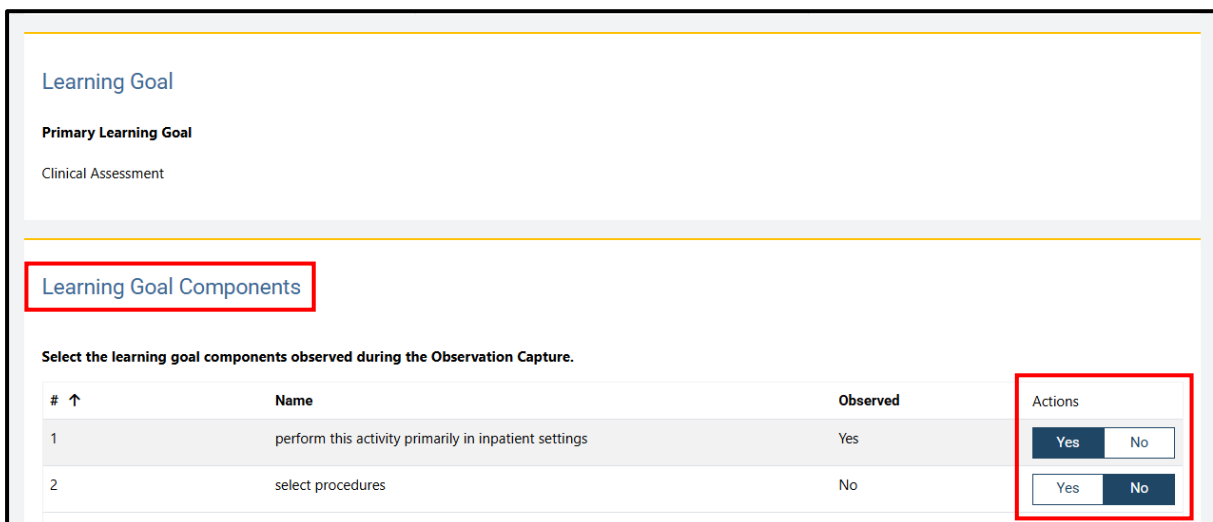


Figure 7

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



12. 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.*

13. 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**

14. 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.



The screenshot shows a web application interface. At the top left is the RACP logo with the tagline 'Specialists. Together' and the motto 'EDUCATE ADVOCATE INNOVATE'. To the right of the logo is a 'Sign in' button. Below the header is a main content area with the title 'Observation Capture - Feedback Request Details'. A green message box with a checkmark icon and the text 'Action Completed Successfully.' is highlighted with a red border.

*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