

Unrelated Assessor Guide

Provide feedback on a Learning Capture

Purpose	This guide provides guidance on how unrelated assessors (unauthenticated users) navigate and provide feedback on a Learning Capture assessment requirements in the TMP Portal.
	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.
Intended Audience	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 Learning Capture request.
Context	This guide is designed to help guide Unrelated Assessors in viewing, declining or providing feedback for a requested Learning 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 \blacktriangleright and then the 'bookmark' icon \square .



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Section 1: Learning Capture

Context: Use these instructions as an Unrelated Assessor to view, decline or provide feedback on a Learning Capture in the Training Management Platform (TMP) Portal.

Please note that these requests outlined in the guide will not appear under the **My Assigned Actions** tab in TMP Portal.

- 1. When you have received an email indicating that a Trainee has requested your feedback on their learning capture, open the email.
- 2. Confirm the details of the learning capture, ensuring that the Trainee has requested feedback from the right person (you).
- 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 5.**

Subject For action: Learning Capture feedback requested from Dr Julian Charles CRM:0270609			
Dear Aria Gizzoni			
An RACP Trainee has submitted a Learning Capture and has requested your feedback.			
Learning Capture Details			
Trainee: Dr Julian Charles Learning Capture: Identifying nephrotic syndrome in o Original feedback request date: 22/10/2024 Actions required You can access the Learning Capture va TMP Portal for 30 days from the original feedback request date, where you can review and either provide feedback or decline the feedback request.			
Need help?			
If you have any questions, please <u>contact us</u> . Please note that this is an automated email.			

Figure 5



4. Upon opening the link, you will be directed to a web page where no log in is required. The page will display a form with a reflection completed by an RACP trainee. The reflection can be on a variety of important work-based or learning activities. Refer to **Figure 6.**



Specialities. Together	Sign in
	Exit
Feedback Request Details	
Trainee & Program Details	Î
Trainee Name	
Julian Charles	
Trainee Program Cohort Phase	
Julian Charles - Nephrology (AM) 2025 - 1 - Specialty Foundation	
Date of Learning Experience	
01/05/2025	
Learning Capture Details	

Figure 6

5. Under the Document Attached sub-heading, select the hyperlink to download the supporting documentation. Refer to **Figure 7.**

Identifying nephrotic syndrome in outpatient		
Description of Activity		
I was referred a new patient for review of 'biventricular cardiac failure' in cardiology clinic after a recent presentation under general medicine with symptoms of progress What did you learn?		
secondary to a recent viral LRTI. The patient was started on steroids and ace inhibitors, and it is now thought this was the predominant cause of her symptoms	÷	
How will you apply this learning in the future*?		
1) Whenever a test is ordered, ensure the result is followed up even if you no longer directly care for the patient.		
Primary Learning Goal		
Clinical assessment and management -		
Document Attachment Click here Modified		
Learning Capture Supporting Documentation.docx (19 KB) 13/11/2024 4:28 PM		

Figure 7



- 6. Proceed to provide feedback by populating the **Feedback field** within the **Feedback Request section**. Refer to **Figure 8**.
 - If you wish to decline the feedback request, navigate to bottom left of the page and click '**Decline request'**. Refer to **Figure 8**.
- 7. Submit the feedback request by clicking **Submit** at the bottom right of the form. Refer to **Figure 8**.

Feedback Request	
Created On	
22/10/2024 1:51 PM	
Personal Message	
Kindly review my learning capture	
Feedback *	
	ĥ
	Click here
O Decline Request	Submit

Figure 7



Section 2: Summary of Outcomes

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

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