

# **Reviewing Basic Training Supervisor Nominations**

Supervisor Guide: Reviewing Education Supervisor nominations

Purpose	Use this guide for assistance to Approve or Reject an Education Supervisor nomination in the TMP Portal.
Intended Audience	Education Supervisors.
Context	This guide is designed to help Education Supervisor users approve or decline nominations to be a Trainee's Education Supervisor (Program Level Supervisor). This instruction is relevant to supervisors in Basic Training.

### How to use this document:

The document is structured into 2 sections, representing 3 key Supervisor Cohort Management 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  $\Box$ .

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# Section 1: Log in to the Portal

**Context:** Use these instructions as an Education Supervisor to log into the Training Management Platform (TMP) Portal.

Pre-requisites

- Approval received from the DPE
- RACP Fellowship (note Paediatrics & Child Health Division also accepts Fellowship of other Specialty Medical Colleges)
- Met the eligibility requirements for supervision.

Note: You can view the eligibility requirement through <u>Supervisor Professional</u>
 <u>Development Program</u>.

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 on Next. Refer to Figure 2.



*			
Sign in			
xxxxx@racp.edu.au			
Can't access your accou	nt?		
	Back	Next	
Welcome to the RAC	P login page.		



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

← testuser1@racp.edu.au	
Enter password	
Password	
Forgot my password	Sign in
Welcome to the RACP login page.	

Figure 3



# Section 2: Actioning an Education Supervisor Assignment

**Context:** After a Trainee nominates you as their Education Supervisor (Program Level Supervisor) against their Training Program, you will receive communication requesting for you to either approve or decline.

There are two methods of approving or rejecting your assignment to the Trainee's Training Program, either via the Assigned Actions navigation menu or an email notification

### Section 2.1: Approve/Reject via Assigned Actions

1. Navigate to **My Assigned Actions** in the **navigation bar**. Refer to **Figure 4**.



Figure 4

2. Select the **Program Level tab** and click on the downward facing arrow under the **Actions** column against the record you wish to take action on. Select **Approve Assignment** or **Reject Assignment**. Refer to **Figure 5**.

Specialists. Together			Applic	ations My Traine	es My Assigned Actions	Stewart Lee
lome / My Assigned Actio	ons					
My Assigned	Actions					
3 These actions have been	assigned to you for	r review and/or action. For a full list of your	requirements, please refe	r My Trainees Page.		
					Program L	aval
Rotation Plan	1	Observation Capture	Learning	Capture	Fiografii L	Level
			Learning	Capture	Piogram	_evei
Rotation Plan			Learning i			Level
Program Level - Rev	iew Assignm	ent		C	lick here <sub>hent</sub>	
Program Level - Rev Trainee		ent Training Program	Training Role	C Start Date El	lick here	Actions
Program Level - Rev	iew Assignm	ent		C	lick here na vate Submitte for	Actions
Program Level - Rev Trainee	iew Assignm	ent Training Program	Training Role Education	C Start Date El	lick here	Actions ignment

Figure 5



- Clicking on **Approve Assignment** will make your nomination against the trainee's cohort, immediate.
- Clicking on **Decline Assignment** will update the Assignment Status to Incorrect Assignment. The trainee will subsequently disappear from your list of Trainees, and the trainee will be notified of the decline. The Trainee will need to nominate a different Supervisor.





### Section 2.2: Approve/Reject via email

- 1. Open the email you have received and review the details in the body of the email.
- 2. Click on the hyperlinked text **'TMP Portal'** to be navigated directly to the approval form in the Portal. Refer to **Figure 6**. Log in to the Portal as per instructions at the beginning of this guide.

Subject: For action: You have been nominated as an Education Supervisor for Julian Charles as a part of their Nephrology (Adult Medicine) CRM:0270604
Dear Dr Lee,
You have been nominated as an Education Supervisor for Julian Charles as a part of their Nephrology (Adult Medicine).
Actions required Click here
You are required to review and approve your role which you can do via the Trainees Program page in the TMP Portal.
Need help?
If you have any questions, please <u>contact us</u> . Please note that this is an automated email.

#### Figure 6

3. Alternatively, you can navigate to **My Trainees**, expand the downward arrow next to the training program you want to approve and click **View Trainee Training Program**. Refer to **Figure 7.** 

Specialists Together		Applications	My Trainees	My Assigned Actions	Stewart Lee -
Home / My Trainees					
My Trainees					
				Search	Q
Trainee 个	Training Program	Current Phase			Actions
Julian Charles	Basic Training AU (PCH) 2025			_	~
Julian Charles	Basic Training AU (AM) 2025		Click he	re	~
Julian Charles	Nephrology (AM) 2025			7	~
Martine Hall	UATShakeout_19010Cohort	1 - Foundation		View Trainee Training	Program
Thomas Dillon	Jayvita - Nephrology (AM) 2025	1 - Specialty Foundation	on		~
					_

#### Figure 7

4. Navigate to the **Training Plan tab** and observe the **Program Level Supervisor Details** screen. Refer to Figure 8.

**RACP** Specialists. Together EDUCATE ADVOCATE INNOVATE

gy (AM) 2025 ) 2025		ſ			
) 2025		ſ			
		l	Click her		× Exit
Assessment Re	equirements Learning Goal Re	equirements Clir	nical Experiences	Train	ing Plan
	Training Program	Training Role Type	Start Date E	-	t Actions
ewart Lee	Nephrology (AM) 2025	Education Supervisor	01/02/2025	Active	~
	sor Details	sor Details	sor Details upervisor State Training Program Type ewart Lee Nephrology (AM) 2025 Education	sor Details upervisor State Training Program Training Role Type Start Date E ewart Lee Nephrology (AM) 2025 Education 01/02/2025	Sor Details           Training Role         Assignment           upervisor         State         Training Program         Type         Start Date         End Date         Status           ewart Lee         Nephrology (AM) 2025         Education         01/02/2025         Active

Figure 8

5. In the **Supervisor column** where your name is listed, click on the downward facing arrow under the **Actions** column. Select **Approve Assignment** or **Reject Assignment**. Refer to **Figure 9**.

Specialists. Together					Applications	My Trainees	My Assigned Actions	Stewart Lee -
Home / My Trainees /	Nephrology (AM) 2025							
Nephrology Julian Charles - 2:								× Exit
General	Assessme	nt Requirements	Learning Goal I	Requirements	Clinie	cal Experiences	Trainir	ng Plan
Program Level S	Supervisor Details					C	Click here	
Julian Charles	Stewart Lee	Nephrology (	AM) 2025	Educat Superv		01/02/2025	Active ■ View detai ✓ Approve A ◎ Reject Ass	ssignment

Figure 9

- Clicking on **Approve Assignment** will make your nomination against the trainee's cohort, immediate.
- Clicking on **Reject Assignment** will update the Assignment Status to Incorrect Assignment.



**Note:** Once you approve or reject your assignment as supervisor, communications will be sent to the Trainee advising them of either outcome.



### Important mentions:

Once your relationship with a Trainee has ended, i.e. the '**End Date**' on your supervisor record has been reached, you have 60 days post this date to perform any outstanding actions on the Trainee's record. Your access to the portal will then be removed by the system on conclusion of the 60 day period.



# **Section 3: Summary of Outcomes**

The **Supervisor Cohort Management Guide** is now complete. You now have instructions to:

- Login to the Portal as a Supervisor
- Approve or Reject and Education Supervisor Assignment via Assigned Actions
- Approve or Reject and Education Supervisor Assignment via email