# Phase Progress Report - Basic Training

The purpose of the phase progress report is to assess your progress over a training phase under the new curriculum. The phase progress report is submitted at the middle and end of a phase and is completed by an Education Supervisor.

## Instructions

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| **Trainee** | **Education Supervisor(s)** |
| 1. Complete the trainee details and rotations sections. 2. Self-assess your progress against your learning goals for the period covered by this report. 3. Provide overall comments about your current phase for your Education Supervisor to consider 4. Once the report is complete, reflect on the feedback provided by your supervisor (optional) | 1. Review and assess the trainee's progress against each of the learning goals 2. You can view a trainee’s completed assessments by logging into [TMP](https://tmp.racp.edu.au/). 3. Complete the supervisor review by providing feedback to the trainee and make a progression recommendation. |

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## Report submission

**Progress reports are expected to be available in TMP in September 2025**

**Important note:** This hard copy report will be available only until phase progress reports can be submitted via the online Training Management Platform (TMP). Once available in TMP, this progress report will no longer be accepted.

* Until progress reports are available in TMP, Basic Trainees and Education Supervisors may use this hard copy Phase progress report for mid-2025 progress review meetings.
* Once progress reports are available in TMP, Basic Trainees and Education Supervisors must complete the phase progress report in TMP. It is recommended to submit the report as early as possible, however, it will be accepted up until the end of the training year.
* Please note that the phase progress report must be completed in TMP for progress review panels to access assessment data to make trainee progression decisions.

This hard copy report does not need to be submitted to the College.

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| **Trainee details** | |
| **Trainee Name** *Title, preferred name, surname*  Click or tap here to enter text. | |
| **Trainee MIN**  Click or tap here to enter text. | **Training Phase**  Choose an item. |
| **Rotations** Please list the rotation plan(s) for the training period this phase progress report covers. | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Plan type** | **Training Setting** | **Start date** | **End date** | **FTE** | **Rotation type** | **Rotation supervisors** | | Select plan type. | Enter setting. | Select date | Select date | FTE | Enter rotation type. | Rotation supervisor name. | | Select plan type. | Enter setting. | Select date | Select date | FTE | Enter rotation type. | Rotation supervisor name. | | Select plan type. | Enter setting. | Select date | Select date | FTE | Enter rotation type. | Rotation supervisor name. | | Select plan type. | Enter setting. | Select date | Select date | FTE | Enter rotation type. | Rotation supervisor name. | | Select plan type. | Enter setting. | Select date | Select date | FTE | Enter rotation type. | Rotation supervisor name. | | |
| **Trainees leave** Please enter any leave taken during the phase (excludes periods of interruption already applied for). Refer to the RACP [Education policies](https://www.racp.edu.au/trainees/education-policies-and-governance/education-policies) for leave types. | |
| |  |  |  | | --- | --- | --- | | Leave type | Start Date – End Date | Number of workdays | | Select a leave type. | Enter start and end dates. | Number of workdays | | Select a leave type. | Enter start and end dates. | Number of workdays | | Select a leave type. | Enter start and end dates. | Number of workdays | | Select a leave type. | Enter start and end dates. | Number of workdays | | Select a leave type. | Enter start and end dates. | Number of workdays | | Select a leave type. | Enter start and end dates. | Number of workdays | | Select a leave type. | Enter start and end dates. | Number of workdays | | Select a leave type. | Enter start and end dates. | Number of workdays | | |
| |  |  | | --- | --- | |  | I confirm I have not taken any other leave during this training period which is NOT already covered as an Interruption of Training. | | |

*References:*

* *The curriculum is available on the* [*RACP Online Learning*](https://elearning.racp.edu.au/course/view.php?id=220#section-0) *website.*
* *Trainees and supervisors should refer to the learning opportunities outlined in the rotation plan(s) as well as the expected standards for each goal in* [*Appendix 1*](#Appendix1_Learning_Goals)*.*

| **Learning goals** | | | |
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| **Learning goals** | | **Trainee Assessment**  *Make a self-assessment against each of the learning goals.* | **Education Supervisor Assessment** *Assess the trainee against each of the learning goals.* |
|  | **1. Professional behaviours:**  Behave in accordance with the expected professional behaviours, values, and practices. | Select a rating. | Select a rating. |
| **Entrustable Professional Activities (EPA)** | **2. Clinical assessment:** Clinically assess patients, incorporating interview, examination, and formulation of a differential diagnosis and management plan. | Select a rating. | Select a rating. |
| **3. Communication with patients:** Discuss diagnoses and management plans with patients and their families or carers. | Select a rating. | Select a rating. |
| **4. Documentation:** Document the progress of patients in multiple settings. | Select a rating. | Select a rating. |
| **5. Prescribing:**  Prescribe medications tailored to patients’ needs and conditions. | Select a rating. | Select a rating. |
| **6. Transfer of care:** Transfer care of patients. | Select a rating. | Select a rating. |
| **7. Investigations:** Choose, organise, and interpret investigations. | Select a rating. | Select a rating. |
| **8. Acutely unwell patients:**  Assess and manage acutely unwell patients. | Select a rating. | Select a rating. |
| **9. Procedures:** Plan, prepare for, perform, and provide after care for important procedures. | Select a rating. | Select a rating. |
|  | **10. Knowledge:**  Acquire the baseline level of knowledge for Basic Training. | Select a rating. | Select a rating. |

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| |  |  | | --- | --- | | **Trainee comments** Provide overall comments about your current phase for your Education Supervisor to consider. These comments may also be viewed by your other supervisors and the Progress Review Panel. | | | **What did you do well during this phase of training?**  Click or tap here to enter text. | | | **What could you do to improve in the future?**  Click or tap here to enter text. | | |  | **I have had the opportunity to discuss the content of this report with my supervisor(s).** | | **Date completed by trainee**  Select date. | |  |  |  |  | | --- | --- | --- | | **Supervisor review**  Provide an overall progression recommendation for the trainee’s phase period. Your comments will be visible to the trainee, other supervisors, and the Progress Review Panel. | | | | **What did the trainee do well during this Phase of training?**  Click or tap here to enter text. | | | | **What could they improve on in the future?**  Click or tap here to enter text. | | | | **Has the trainee demonstrated the ability to plan and manage their learning and complete their learning and assessments in a timely manner?**  Choose an item. | **Is the trainee on track to meet the** [**RACP’s expected performance standard**](#Appendix1_Learning_Goals) **for the phase?**  Choose an item. | | | |  | | --- | | **Progression recommendation**  Select your recommendation. | | **Comments/Notes** General comments are optional, however if the progression recommendation is that a trainee is NOT progressing satisfactorily, please provide additional comments to support your recommendation.  Click or tap here to enter text. | | | | | |  |  | | --- | --- | |  | **I have had the opportunity to discuss the content of this report with my trainee** | | | | | **Completed by**  Name: Click or tap here to enter text. Role: Click or tap here to enter text.Email: Click or tap here to enter text. | | **Date completed**  Select date |  |  |  | | --- | --- | | **Trainee reflection** *(optional)* Provide any comments or reflections relating to your supervisor’s comments or the phase in general. | | | **Reflection**  Click or tap here to enter text | **Date**  Select date. | |
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**— End of report** **—**

[Instructions to submit this form](#_Report_submission)

