Purpose

Progress reports are an assessment tool that provide trainees with **feedback** from their supervisor on their **performance over a period of time**.

Pain point

Progress reports are not linked to curriculum goals, limiting their educational value

Rating scales lack nuance, making it difficult to capture meaningful feedback

Reports often **provide limited insight into actual trainee performance**

Solution

Trainees are **rated against all learning goals** observed by supervisors during a rotation or phase

New rating scales highlight the increased levels of independence over time

Written feedback is shared by both trainee and supervisor to highlight strengths and areas for development

Benefits

- **Better handover between supervisors** supports smooth transitions between departments/settings

- **Improved continuity of learning goals:** trainees and supervisors can review past performance and share an understanding of areas for learning

- **Progression recommendations based on a body of evidence:** Supervisors will be able to access learning and assessment data completed over a phase or rotation to inform the report

What this means in practice

- Progress reports will **be completed online via** the TMP

- Trainees will be **assessed against their program learning goals** and **provide a reflection** on their progress over a rotation or phase

- Progress reports will provide **important information to Progress Review Panels** related to trainee progression recommendations

Progress reports and other curriculum training resources

curriculum@racp.edu.au

Here are the key resources to support your understanding of progress reports. They're organised in a recommended order and tailored to your role.

All roles – start here to build a baseline of understanding

Progress reports workshop series 🎥

1. Overview and definition
2. How it works
3. What this means for different roles
4. How it looks in TMP
5. Differences compared to PREP
6. Assessing performance using compliance and competency

Progress report resources

↗ Progress report checklist

Total time – 22 mins

Trainees – TMP user instructions

🎥 Submit a rotation progress report
🎥 Submit a phase progress report (Basic training only)
↗ Progress report quick reference guide

Total time – 10 mins

Supervisors – TMP user instructions

🎥 Respond to a rotation progress report
🎥 Agree with an existing supervisor (Advanced training only)
↗ Progress report quick reference guide

Total time – 10 mins