



Trainees/Supervisors:

- ☐ Know the panel meeting dates for your training year
- ☐ Ensure all assessment activities and feedback are visible in TMP
- ☐ Clarify any concerns or conditions from the previous panel, if applicable
- ☐ Identify areas of progress or support needs for potential panel discussion
- ☐ Be prepared to provide follow-up information or engage in further conversation if requested by the panel

Panel members: Before

- ☐ Ensure all panel members have access to trainee data in TMP
- ☐ Assign roles
 - chair (RACP Fellow)
 - presenter
 - timekeeper
 - devil's advocate
- ☐ Declare and document any potential conflicts of interest
- ☐ Hold a panel pre-meet
- ☐ Review questions or discussion points about trainees

Panel members: During

- ☐ Operate within allocated time per trainee
- ☐ Presenter summarises each trainee's case and assessment data
- ☐ Devil's advocate challenges assumptions to ensure thorough review
- ☐ Reach consensus on:
 - any conditions to be added
 - progression decision
 - rationale, documented in TMP
- ☐ Enter decisions accurately and promptly in TMP

Panel members: After

- ☐ Clearly communicate summary of outcomes
- ☐ Ensure conditions are clear, achievable and time-bound
- ☐ Assign and document recommendations for additional support or monitoring
- ☐ Use feedback from the panel to improve future processes or training supports

