

Role & Responsibilities

YOUR ROLE

As a **Rotation Supervisor**, you support a physician trainee during their rotation or term. You help them connect their learning goals to day-to-day professional activities in your setting.

YOUR RESPONSIBILITIES

When	What you do
Start of rotation	<div><div>✓</div>Discuss trainee’s goals</div> <div><div>✓</div>Help them complete the rotation plan</div>
During rotation	<div><div>✓</div>Offer professional learning opportunities</div> <div><div>✓</div>Provide informal feedback</div> <div><div>✓</div>Encourage completion of observation captures and learning captures.</div>
End of rotation	<div><div>✓</div>Reflect on overall development and performance</div> <div><div>✓</div>Fill out and submit the progress report with the trainee</div>

Assessment tools

ROTATION PLAN

Trainee and supervisor set learning goals at the start of the rotation.
→ Watch the [Rotation plan on demand video series](#) (20 mins)

OBSERVATION CAPTURE

Trainee is observed by an assessor completing a task. Assessor reflects and rates performance.
→ Watch the [Observation capture on demand video series](#) (22 mins)

LEARNING CAPTURE

Trainee logs a learning activity. Assessor feedback is optional.
→ Watch the [Learning capture on demand video series](#) (22 mins)

ROTATION PROGRESS REPORTS*

Trainee and supervisor review and rate overall performance over the rotation/term. Supervisor makes a **progression recommendation**.
→ Watch the [Progress reports on demand video series](#) (22 mins)

*Mid and end of phase progress reports are completed by the Education Supervisor

Check the Basic Training [Learning, teaching and assessment program](#) to view all requirements.

More Information & Support

WHAT YOU NEED TO KNOW

- The trainee has set learning goals that they need to achieve (from the RACP curriculum)
- Your role is to **support** those goals in your workplace context
- You are **not expected to act alone**. Practitioners within the training setting may also support the trainee’s development and participate in their assessments.
- Your ratings, comments and progression recommendation in the **progress report** helps inform the Progress Review Panel’s progression decision
- You will have a login to the **Training Management Platform (TMP)**, where you can view and complete assessments directly

HELPFUL RESOURCES

- [RACP Basic Training curricula](#)
- [RACP curriculum training and support resources](#)
- [RACP Training Management Platform home page](#)
- TMP user instructional videos
 - [TMP overview guide](#)
 - [Rotation plan](#)
 - [Observation and learning capture](#)
- [New Curriculum training sessions](#)
- Contact: curriculum@racp.edu.au

Role & Responsibilities

YOUR ROLE

As an **Education Supervisor**, you are an RACP Fellow who provides longitudinal oversight of a Basic Trainee’s progress through their training program. You support their professional development, monitor progress and contribute to formal assessment and progression decisions.

YOUR RESPONSIBILITIES

When	What you do
Start of training/ phase	<ul style="list-style-type: none"> ✓ Assist with career and learning planning ✓ Provide early guidance on training requirements and expectations
During training/ phase	<ul style="list-style-type: none"> ✓ Provide ongoing educational supervision, monitoring and support ✓ Encourage reflective practice through observation and learning captures ✓ Complete mid-phase progress report ✓ Make progression recommendations
End of training/ phase	<ul style="list-style-type: none"> ✓ Complete end-of-phase progress report ✓ Make progression recommendations ✓ Could participate in Progress Review Panels to make progression decisions ✓ Support documentation and requirements in TMP
Annually /ongoing	<ul style="list-style-type: none"> ✓ Stay up to date with RACP curricula and policy changes ✓ Contribute to training accreditation activities ✓ Complete the <i>Physician Training Survey</i>

Assessment tools

ROTATION PLAN

Trainee and supervisor set learning goals at the start of the rotation.

→ Watch the [Rotation plan on demand video series](#) (20 mins)

OBSERVATION CAPTURE

Trainee is observed by an assessor completing a task. Assessor reflects and rates performance.

→ Watch the [Observation capture on demand video series](#) (22 mins)

LEARNING CAPTURE

Trainee logs a learning activity. Assessor feedback is optional.

→ Watch the [Learning capture on demand video series](#) (22 mins)

PHASE PROGRESS REPORTS*

Trainee and Education Supervisor review and rate overall performance over the phase. Education Supervisor makes a **progression recommendation**. This occurs mid-phase and end-of-phase.

→ Watch the [Progress reports on demand video series](#) (22 mins)

***Rotation Progress Reports** are completed by the Rotation Supervisor

Check the Basic Training [Learning, teaching and assessment program](#) to view all requirements.

More Information & Support

WHAT YOU NEED TO KNOW

- You are responsible for supporting a trainee’s progress **across their entire Basic Training journey**
- You contribute **to assessment, feedback and career development** and may be part of the Progress Review Panel
- Your role complements the work of **Rotation Supervisors** and **Directors of Physician/Paediatric Education (DPEs)**
- You will use the **Training Management Platform (TMP)** to view, track and complete required assessments and documentation
- You are expected to **stay informed** of training standards, handbooks and, policies and curriculum updates

HELPFUL RESOURCES

- [RACP Basic Training curricula](#)
- [RACP curriculum training and support resources](#)
- [RACP Training Management Platform home page](#)
- TMP user instructional videos
 - [TMP overview guide](#)
 - [Rotation plan](#)
 - [Observation and learning capture](#)
- [New Curriculum training sessions](#)
- Contact: curriculum@racp.edu.au

Role & Responsibilities

YOUR ROLE

As a **Director of Physician/Paediatric Education** you are an RACP Fellow who provides educational leadership across your training setting. You are responsible for overseeing the coordination and quality delivery of the Basic Training program and supporting both trainees and supervisors.

YOUR RESPONSIBILITIES

When	What you do
Start of training/ phase	<ul style="list-style-type: none">✓ Approve trainee application forms for entry into Basic Training✓ Ensure supervision systems and training plans are in place
During training/ phase	<ul style="list-style-type: none">✓ Oversee trainee progression across all rotations✓ Establish and maintain a supportive, high-quality training culture✓ Support supervisors in fulfilling their role✓ Liaise with setting executives and administration to ensure program delivery
End of training/ phase	<ul style="list-style-type: none">✓ Participate in the Progress Review Panel and contribute to progression decisions✓ Monitor setting-wide completion of assessments and reports
Annually/ ongoing	<ul style="list-style-type: none">✓ Be aware of all requirements✓ Lead your setting’s training accreditation✓ Complete the <i>Physician Training Survey</i>✓ Promote continuous professional development for all supervisors

Assessment tools

ROTATION PLAN

Trainee and supervisor set learning goals at the start of the rotation.
→ Watch the [Rotation plan on demand video series](#) (20 mins)

OBSERVATION CAPTURE

Trainee is observed by an assessor completing a task. Assessor reflects and rates performance.
→ Watch the [Observation capture on demand video series](#) (22 mins)

LEARNING CAPTURE

Trainee logs a learning activity. Assessor feedback is optional.
→ Watch the [Learning capture on demand video series](#) (22 mins)

ROTATION/PHASE PROGRESS REPORTS

Trainee and supervisor review and rate overall performance

- **Rotation Supervisors** complete the Rotation Progress Report with the trainee after each rotation/term
- **Education Supervisors** complete the mid- and end-of-Phase Progress Reports with the trainee

Both supervisors make a **progression recommendation**.
→ Watch the [Progress reports on demand video series](#) (22 mins)

Check the Basic Training [Learning, teaching and assessment program](#) to view all requirements.

More Information & Support

WHAT YOU NEED TO KNOW

- You oversee the **coordination, quality and consistency** of Basic Training within your setting
- You are a key member of the **Progress Review Panel**, helping determine if trainees are ready to progress
- You **support supervisors and trainees**, ensuring both have the tools and guidance to succeed
- You will use the **Training Management Platform (TMP)** to view training progress and trainee information
- You ensure your setting meets **RACP accreditation standards** and support continuous improvement

HELPFUL RESOURCES

- [RACP Basic Training curricula](#)
- [RACP curriculum training and support resources](#)
- [RACP Training Management Platform home page](#)
- TMP user instructional videos
 - [TMP overview guide](#)
 - [Rotation plan](#)
 - [Observation and learning capture](#)
- [New Curriculum training sessions](#)
- Contact: curriculum@racp.edu.au