

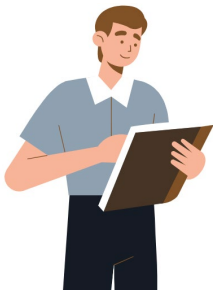
Rotation and Phase Progress Report



Trainee

Self-assess and reflect on learning

- Review rotation plan
- Reflect on progress and learning experiences during the rotation/phase
- Complete a written reflection and self-assess against each learning goal
- Plan a discussion meeting with your supervisor



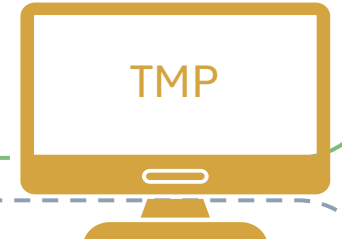
Supervisor*

Assess learning

- Review the rotation plan and progress over the rotation/phase
- Reflect on your encounters with the trainee
- Review evidence from work-based assessments
- Meet with the trainee to discuss and finalise feedback and ratings



Discussion meeting



Complete and submit the report*

**The form can be filled out together if the supervisor uses their login*

*For Basic trainees, this will either be their Rotation Supervisor or Education Supervisor, depending on which report is taking place

- Complexity
- Assessor role
- Expected level of performance
- Supervision rating

Trainee guide

Create a Rotation or Phase Progress Report (Part 2)


Add ratings, reflection and leave taken

1. Self assess by rating each learning goal

Learning Goal Rating - rotation progress report *

• **Trainee** - Make a self-assessment against each of the learning goals.

• **Supervisor** - Assess the trainee against each of the learning goals.

	Classification	Learning Goal	End-of-Phase Expected Level	Supervisor Rating	Trainee Self Assessment
<input checked="" type="checkbox"/>	Competencies (BE)	Professional Behaviours	5		5 - I consistently behave 
<input checked="" type="checkbox"/>	Entrustable Professional Activity (EPA)	Team leadership	3		3 - I am able to act with i
<input checked="" type="checkbox"/>	Entrustable Professional Activity (EPA)	Supervision and teaching	3		3 - I am able to act with i
<input checked="" type="checkbox"/>	Entrustable Professional Activity (EPA)	Quality improvement	3		3 - I am able to act with i
<input checked="" type="checkbox"/>	Entrustable Professional Activity (EPA)	Clinical assessment and management	3		3 - I am able to act with i
<input checked="" type="checkbox"/>	Entrustable Professional Activity (EPA)	Management of transitions in care	3		4 - I am able to act with i
<input checked="" type="checkbox"/>	Entrustable Professional Activity (EPA)	Acute care	3		3 - I am able to act with i
<input checked="" type="checkbox"/>	Entrustable Professional Activity (EPA)	Longitudinal care	3		3 - I am able to act with i
<input checked="" type="checkbox"/>	Entrustable Professional Activity (EPA)	Communication with patients	3		3 - I am able to act with i
<input checked="" type="checkbox"/>	Entrustable Professional Activity (EPA)	Prescribing	3		3 - I am able to act with i
<input checked="" type="checkbox"/>	Entrustable Professional Activity (EPA)	Investigations	3		3 - I am able to act with i

2. Add in any leave less than 8 weeks (e.g., annual leave, study leave)

Action

3. Click **Add** to provide a summary comment on the Rotation(s)
4. Type responses to the questions, tick the declaration and click submit

Add Trainee Rotation Summary Comment

What did you do well during this Rotation of training? *

I've become more aware of how to communicate clearly and concisely, especially with patients. I've also worked hard on my documentation and applying feedback.

What could you do to improve in the future? *

I sometimes hesitate to speak up in team discussions, especially when I am unsure if my perspective is correct or if others will disagree. I would like to keep working on building my confidence in these situations, so I can communicate more clearly and step into a leadership role when needed.

☒ I have had the opportunity to discuss the content of this report with my supervisor. *

Comment Date

01/08/2025

Complete declarations

5. Complete the trainee and supervisor declaration, Ready to Submit then click **Submit**
- This will automatically send a notification to your supervisor.

Rotation Progress Report submitted successfully.

Trainee actions post supervisor review

6. View your supervisor's comments and recommendation
7. Click **Add** to provide a reflection

Supervisor Review

Provide an overall progression recommendation for the trainee's rotation period.
At least 2 supervisors must submit a review to complete the rotation progress report. Supervisors can either submit their own review or agree with another supervisor's review by selecting 'Agree with above decision' on the review details page.

Reviewed By	Role	Progression Recommendation	What went well	Areas of Improvement	Date	Agreed By	Actions
Andrew Chambers	Rotation Supervisor	This trainee is progressing satisfactorily.	Leta has demonstrated steady progress throughout the rotations, especially in management of transitions in care and patient communication. She consistently shows empathy in her interactions with other patients and demonstrates sound clinical judgement in routine presentations. Leta has engaged well with structured learning activities and supervision, applying feedback thoughtfully and showing initiative in her reflective practice.	Leta should continue to develop in team communication and clinical presentation. She is respectful and professional, and should continue to speak up during multidisciplinary team meetings or ward rounds, particularly when under pressure or when asked to present a clinical case.	04/08/2025	Isabelle Goemans	

Supervisor guide

Create a Rotation or Phase Progress Report

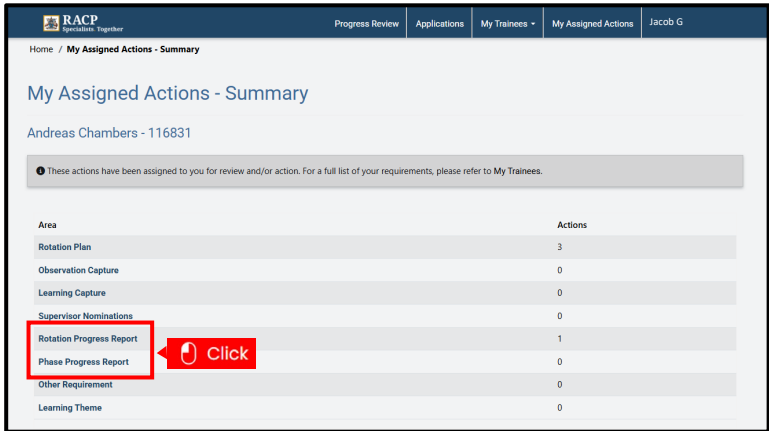
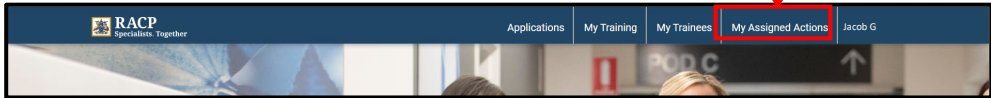
Supervisors can initiate Rotation or Phase Progress Reports by navigating to a trainees full training record in the **‘My Trainees’** tab under **‘Assessment Requirements’**. Click on [Add Rotation Progress Report](#) or [Add Phase Progress Report](#)

All trainee fields will be editable so that the form can be completed together.

Review a Rotation or Phase Progress Report (Part 1)

Navigate to the page

- 1. Sign in to TMP.
- 2. Click My Assigned actions on the top navigation bar.



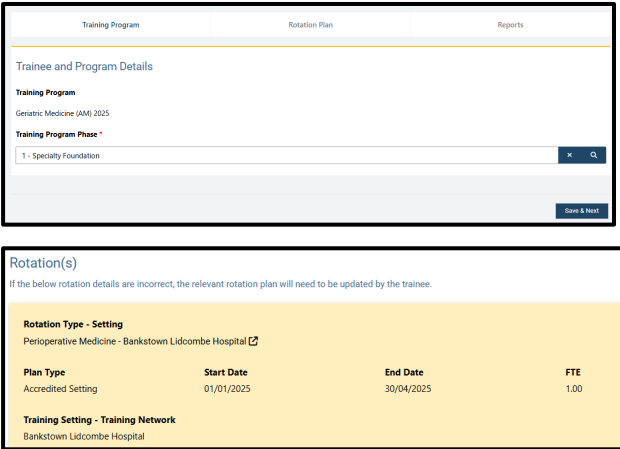
- 3. Click on the assessment name (Rotation Progress Report or Phase Progress Report)

Review

Review data

4. Click through all data from the training phase or rotation. The same information is visible to both trainee and supervisor and will be used to assess progress

- Rotation(s)
 - Can be added or removed by the trainee if incorrect
- Phase Requirements
- Program Level Requirements
- Learning courses
- Assessment mapped to Learning Goals
- Trainee leave



Review assessment outcomes

- 5. Click [click here](#) to open Assessments Mapped to Learning Goals in a new tab

- 6. View observation and learning capture data from the rotation/phase
 - Complexity
 - Assessor role
 - Expected level of performance
 - Supervision rating

Supervisor guide

Review a Rotation or Phase Progress Report (Part 2)

Add ratings, reflection, leave taken and recommendation

1. Rate each learning goal and click save changes

2. Review any leave dates entered by the trainee (e.g., annual leave, study leave)

Learning Goal Rating - rotation progress report *

• Trainee - Make a self-assessment against each of the learning goals.

• Supervisor - Assess the trainee against each of the learning goals.

	Classification	Learning Goal	End-of-Phase Expected Level	Supervisor Rating	Trainee Self Assessment
<input checked="" type="checkbox"/>	Competencies (BE)	Professional Behaviours	5		5 - I consistently behave
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Action

3. Review the trainee’s rotation summary comment or click

Add

 to write one on behalf of the trainee

4. Click

Add

 to respond to the Supervisor review questions.

5. Add a progression recommendation and click

Submit

Complete declarations and submit

6. View the trainee declaration and tick the supervisor declaration.

Add Trainee Progress Feedback

1 Provide your feedback on the trainee's progress throughout the rotation. If you indicate no to any of the questions or provide a recommendation that the trainee is not progressing satisfactorily, please provide additional information in the comment section. Your comments will be visible to the trainee, other supervisors, and the Progress Review Panel.

What did you do well during this Rotation of training? *

Leila has demonstrated steady progress throughout the rotations, especially in management of transitions in care and patient communication. She consistently shows empathy in her interactions with other patients and demonstrates sound clinical judgement in routine presentations. Leila has engaged well with structed learning activities and supervision, applying feedback thoughtfully and showing initiative in her reflective practice.

What could you do to improve upon in future? *

Leila should continue to develop in team communication and clinical prioritization. She is respectful and professional, and should continue to speak up during multidisciplinary team meetings or ward rounds, particularly when under pressure or when asked to present a clinical plan.

Select Review Progress against progression criteria

This trainee is progressing satisfactorily

I recommend the Progress Review Panel closely reviews this trainee's progress

I recommend that this trainee be referred to the training support pathway

This trainee is progressing satisfactorily

I recommend the Progress Review Panel closely reviews this trainee's progress

I recommend that this trainee be referred to the training support pathway

*Tick the supervisor agreement box if you are the second supervisor to review the progress report

7. Click submit to publish your review. This will automatically notify the trainee of the completion of the progress report.

Rotation Progress Report submitted successfully.