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



Discussion meeting

TMP

Complete and submit the report*



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

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

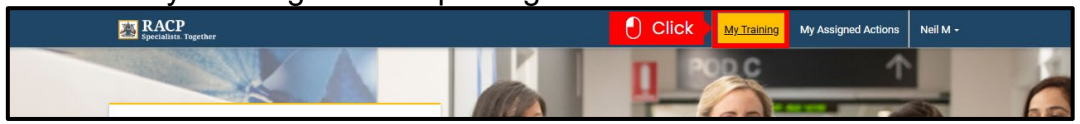
*For Basic trainees, this will either be their Rotation Supervisor or Education Supervisor, depending on which report is taking place

Trainee guide

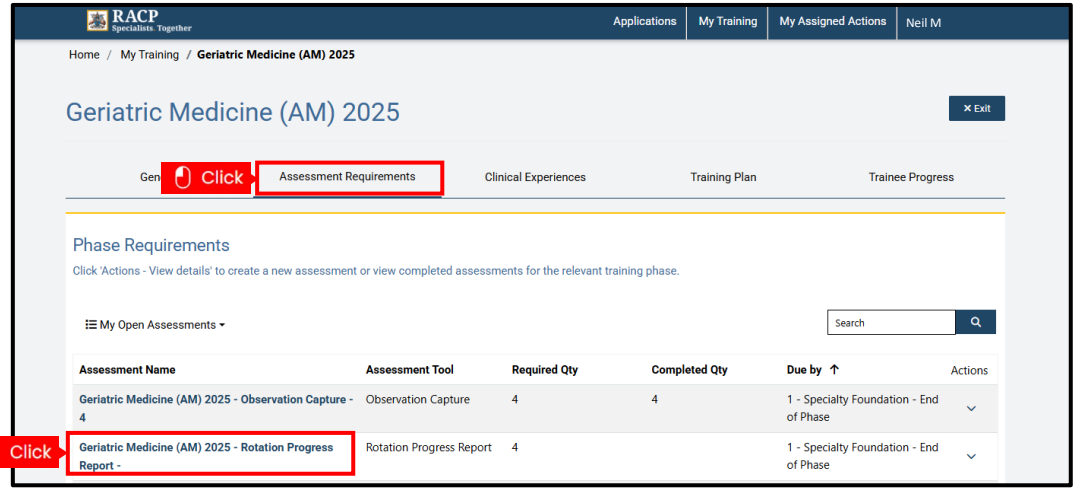
Create a Rotation or Phase Progress Report (Part 1)

Navigate to the page

1. Sign in to TMP.
2. Click My Training on the top navigation bar.



3. Click on the name of your training program
4. Click on the Assessment Requirements tab
5. Select either the Rotation or Phase Progress Report for your current training phase

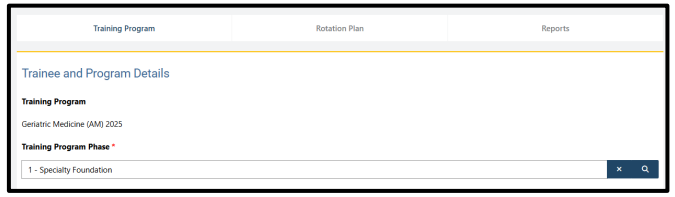


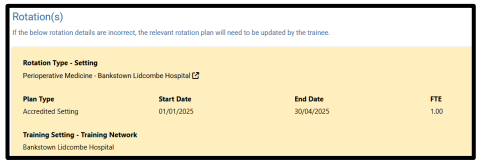
*click on **Phase Progress Report** if applicable

5. Click on Add Rotation Progress Report or Add Phase Progress Report

Review data from the phase/rotation

6. Select the training phase (if not auto-populated) by clicking and selecting using the tick box.
7. Click save and next
8. Review all rotation plan(s)
   - add or remove rotations as needed

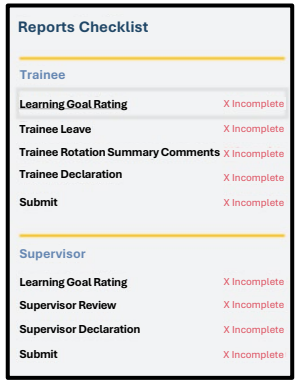




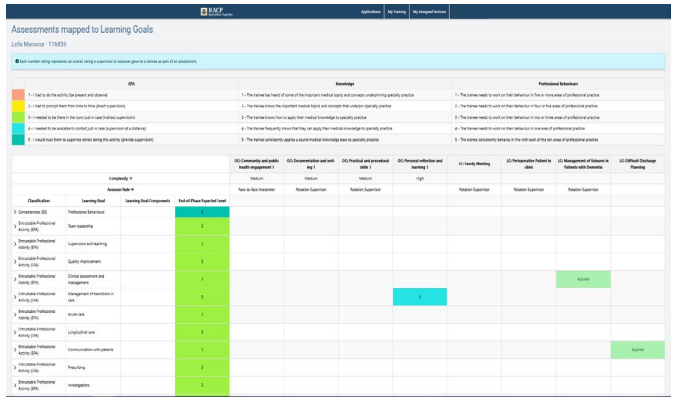
9. Review all other data. This section shows your completed assessments and requirements for the period. Your supervisor sees the same view and will use it to assess your progress.

It includes:

- Progress Review Reports
- Phase Requirements
- Program Level Requirements
- Learning courses
- Assessment mapped to Learning Goals
- Leave



Tip: Use the Reports checklist as a visual guide to help you work through each section. Sections will automatically be marked as complete as you progress.



Review assessment outcomes

10. Click click here to open Assessments Mapped to Learning Goals in a new tab

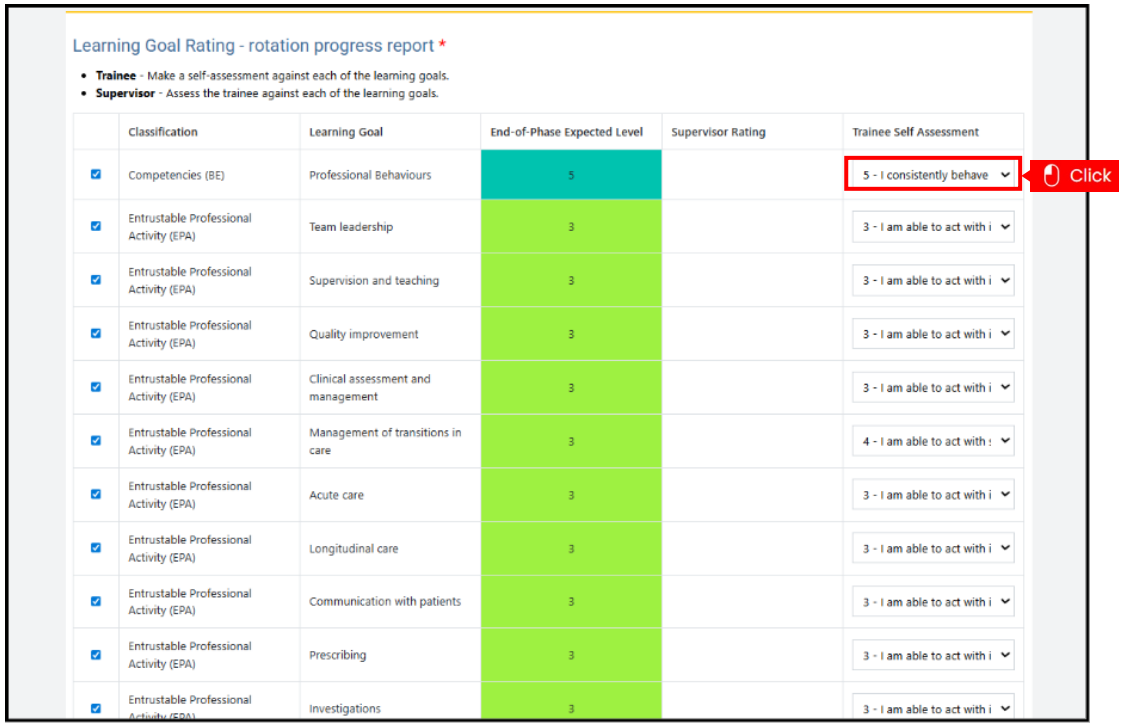
11. View observation and learning capture data from the rotation/phase
    - Complexity
    - Assessor role
    - Expected level of performance
    - Supervision rating

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



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

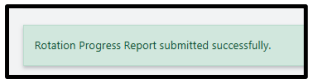
3. Click **Add** to provide a summary comment on the Rotation(s)

4. Type responses to the questions, tick the declaration and click submit



Complete declarations

5. Complete the trainee and supervisor declaration, including review of training conditions
6. Check 'Ready to Submit' then click **Submit**
   This will automatically send a notification to your supervisor.



Trainee actions post supervisor review

6. View your supervisor's comments and recommendation

7. Click **Add** to provide a reflection



Supervisor guide

Create a Rotation or Phase Progress Report

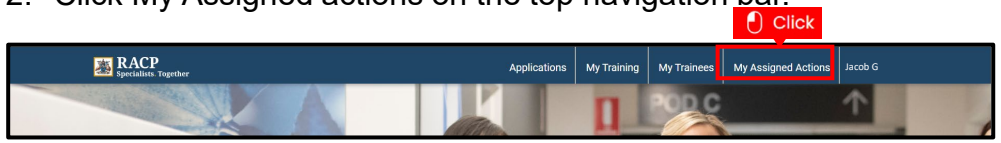
Supervisors can initiate Rotation or Phase Progress Reports by navigating to a trainees full training record in the '**My Trainees**' tab under '**Assessment Requirements**'. Click on Add Rotation Progress Report or Add Phase Progress Report

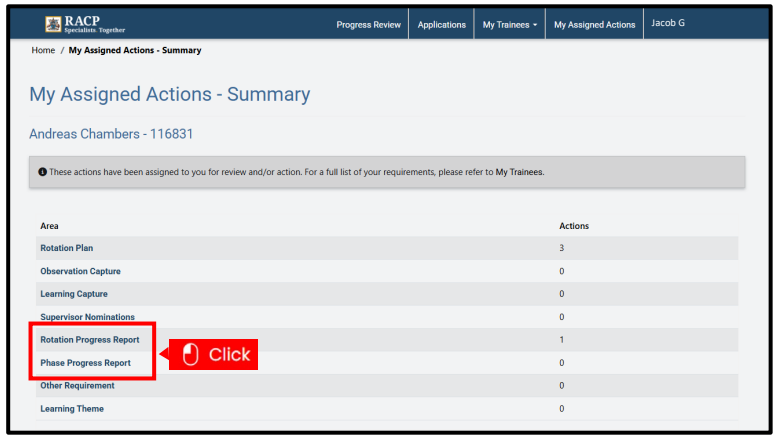
All trainee fields will be editable so that the form can be completed together.

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.



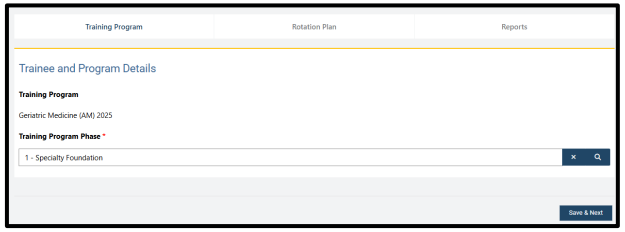


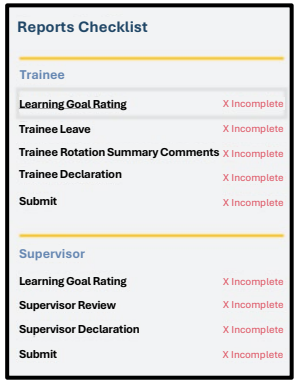
3. Click on the assessment name (Rotation Progress Report or Phase Progress Report)

Review 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





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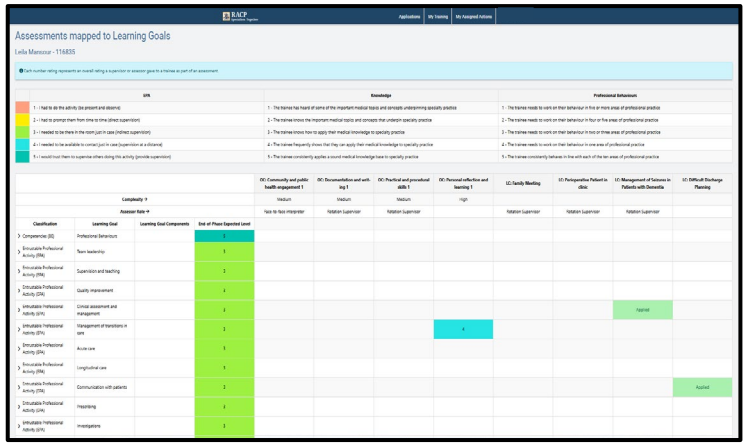
Review assessment outcomes

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)



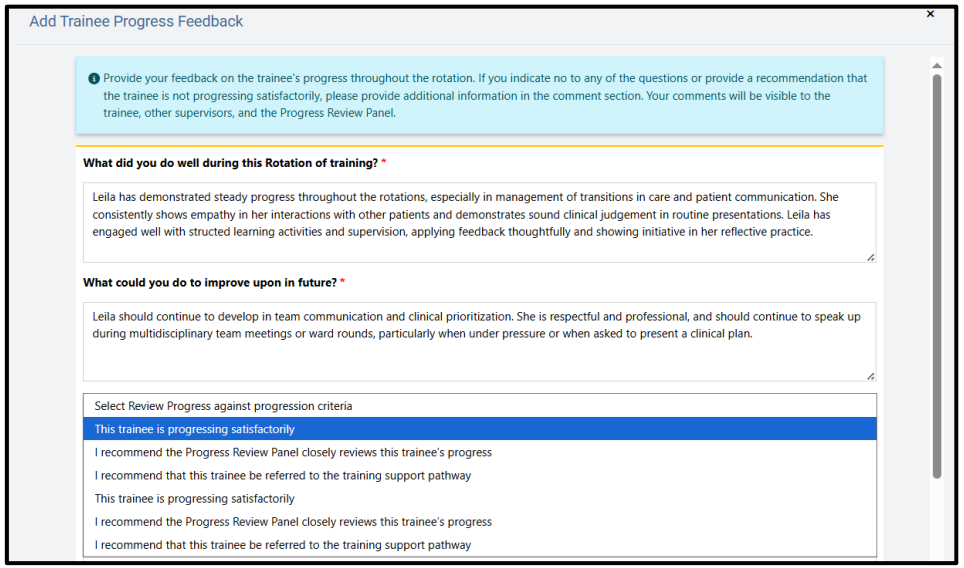
3. Review the trainee's rotation summary comment or click Add to write one on behalf of the trainee

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.



*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.

