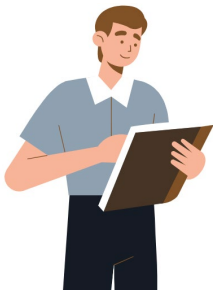# Rotation and Phase Progress Report

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
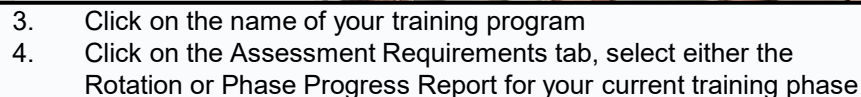
Discussion meeting

TMP

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

Trainee

Create a Rotation or Phase Progress Report

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

Click here

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

Click here

Geriatric Medicine (AM) 2025

Phase Requirements
Click 'Actions - View details' to create a new assessment or view completed assessments for the relevant training phase.

*Then click here**

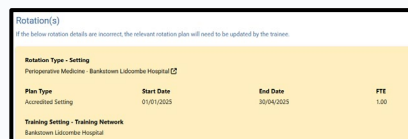| Assessment Name	Assessment Tool	Required Qty	Completed Qty	Due by	Actions
Geriatric Medicine (AM) 2025 - Observation Capture - 4	Observation Capture	4	4	1 - Specialty Foundation - End of Phase	
Geriatric Medicine (AM) 2025 - Rotation Progress Report -	Rotation Progress Report	4		1 - Specialty Foundation - End of Phase	
Geriatric Medicine (AM) 2025 - Learning Capture - 4	Learning Capture	4	4	1 - Specialty Foundation - End of Phase	

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

Review data

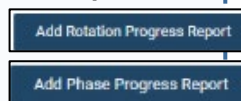8. Review all the details of the rotation or phase
- Rotation(s)
  - add or remove rotations as needed

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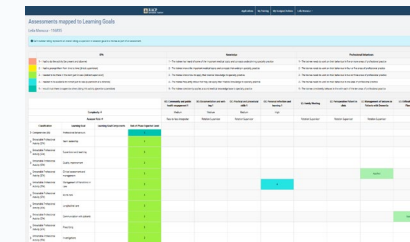- Assessment mapped to Learning Goals
- Leave

Click here

Trainee and Program Details

Training Program
Geriatric Medicine (AM) 2025

Training Program Phase *
1 - Specialty Foundation

Save & Next

Rotation(s)
If the below rotation details are incorrect, the relevant rotation plan will need to be updated by the trainee.

Rotation Type - Setting
Perioperative Medicine - Bankstown Lidcombe Hospital

Plan Type | **Start Date** | **End Date** | **FTE**
Accredited Setting | 01/01/2025 | 30/04/2025 | 1.00

Training Setting - Training Network
Bankstown Lidcombe Hospital

Navigate to the report

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

6. Select the training phase (if not auto-populated) by clicking and selecting using the tick box.

7. Click save and next

Review assessment outcomes

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

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

Action steps

Click here

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.

Add ratings, reflection and leave taken

11. Self assess by rating each learning goal

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

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

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

Complete declarations

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

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

Rotation Progress Report submitted successfully.

Trainee actions post supervisor review

16. View your supervisor's comments and recommendation

17. Click **Add** to provide a reflection
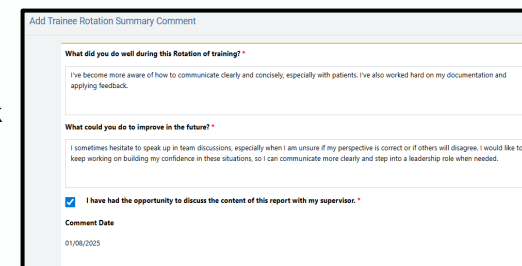
Supervisor

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

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

Click here
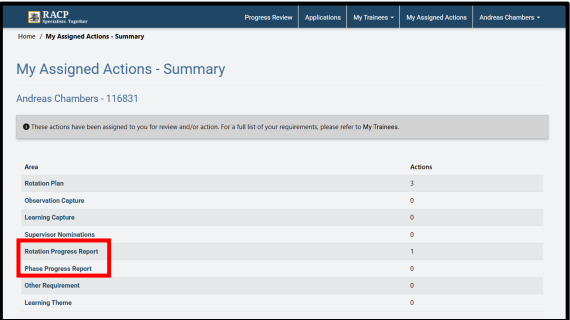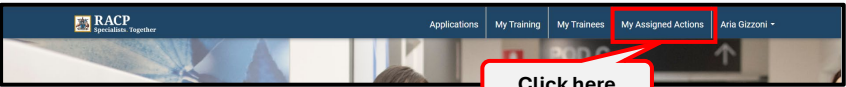
Navigate to the report
3. Click on the assessment name (Rotation Progress Report or Phase Progress Report)

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

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

Action steps

Click here

Add ratings, reflection, leave taken and recommendation
7. Rate each learning goal and click save changes

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

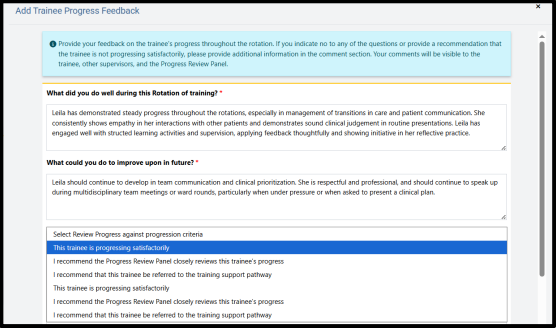9. Review the trainee's rotation summary comment or click `Add` to write one on behalf of the trainee

10. Click `Add` to respond to the Supervisor review questions.

11. Add a progression recommendation and click `Submit`

Complete declarations and submit
12. 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

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

`Rotation Progress Report submitted successfully.`