

Phase progress report (manual upload)

Definition: A hard copy form used for mid- and end-of-phase progress reports (prior to the TMP release of **Phase Progress Reports**). They are completed by the trainee and their Education Supervisor to assess progress against learning goals, reflect/write feedback and provide a progression recommendation.

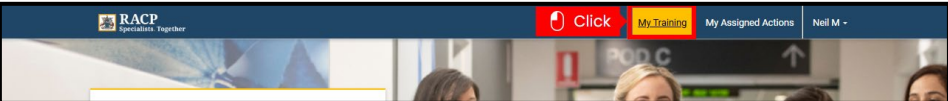


**Supervisors can review the manual reports in TMP, however this is an optional step and will not disrupt the workflow.*

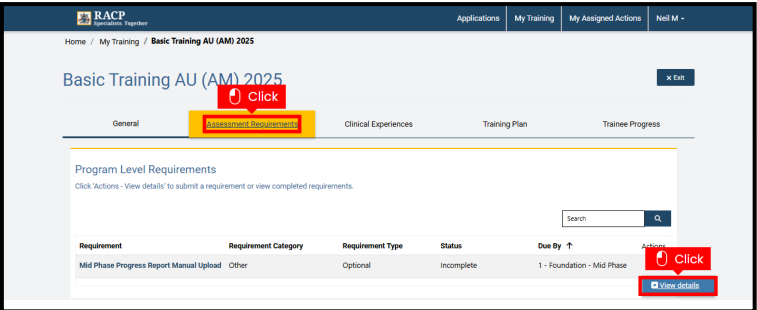
Trainee

Upload a manual Phase Progress Report (mid 2025 only)

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



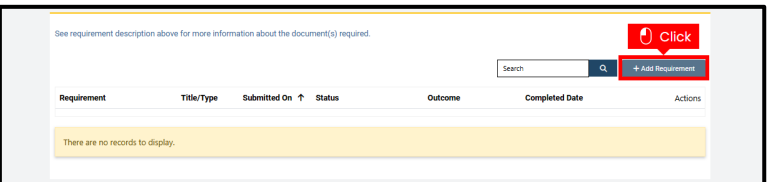
3. Click on the name of your training program
4. Click on the Assessment Requirements tab



5. Scroll down to the Program Level Requirements

6. Click on Mid-Phase Progress Report Manual Upload

7. View details of the requirement type

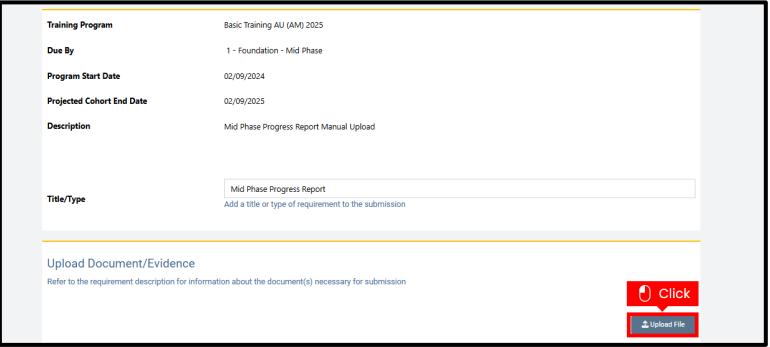


8. Scroll click

9. Give it a title and click Save & Next

10. See details, scroll down and click to submit your hard copy

11. Check the document appears under File Name

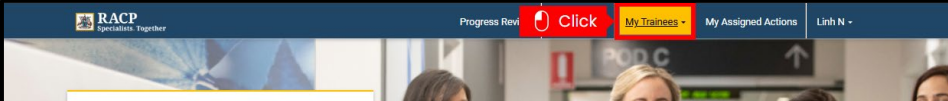


12. Tick declaration and click submit. A success message will appear

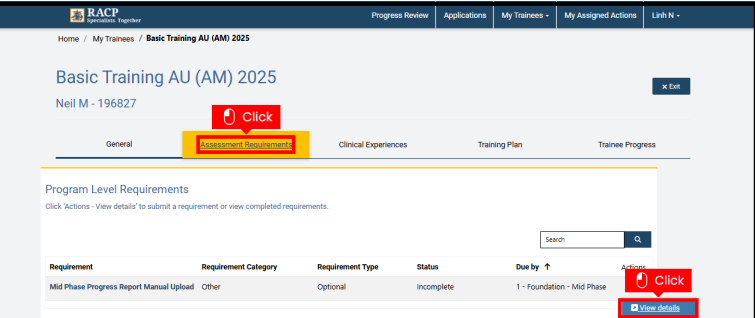
Supervisor

Review a manual Phase Progress Report (mid 2025 only)

1. Login to the TMP.
2. Click My Trainees on the top navigation bar.



3. Click As an Education Supervisor
4. Click the trainee you want to review
5. Click on to the Assessment Requirements tab

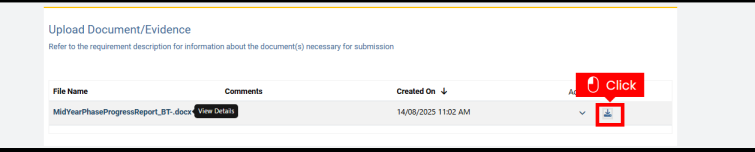


6. Scroll down to the Program Level Requirements

7. Click on Mid-Phase Progress Report Manual Upload

8. View details of the requirement type

9. Scroll down and click on the assessment name in Other Requirements



10. Click on the document in Upload Document/Evidence to view

11. Review the report

12. Optionally add a comment

13. Click exit

Supervisor review
Provide an overall progression recommendation for the trainee's phase period. Your comments will be visible to the trainee, other supervisors, and the Progress Review Panel.

What did the trainee do well during this Phase of training?
Becoming more confident with clinical assessment and developing management plans.
Good to have acquired experience in psychiatry and feels more confident with assessments and management planning in this specialty.
Observed acute cardiology assessments.

What could they improve on in the future?
Preparing herself for assessing acute patients / clinical emergencies
Ongoing case-based learning

Learning goals	Trainee Assessment	Education Supervisor Assessment
1. Professional behaviours: Behave in accordance with the expected professional behaviours, values, and practices.	5 - I consistently behave in line with each of the ten domains of professional practice	5 - The trainee consistently behaves in line with each of the ten domains of professional practice
2. Clinical assessment: Critically assess patients, incorporating interview, examination, and formulation of a differential diagnosis and management plan.	3 - I am able to act with indirect supervision (i.e., ready access to a supervisor)	3 - The trainee is able to act with indirect supervision (i.e., ready access to a supervisor)
3. Communication with patients: Discuss diagnosis and management plans with patients and their families or carers.	3 - I am able to act with indirect supervision (i.e., ready access to a supervisor)	3 - The trainee is able to act with indirect supervision (i.e., ready access to a supervisor)

Progression recommendation
This trainee is progressing satisfactorily