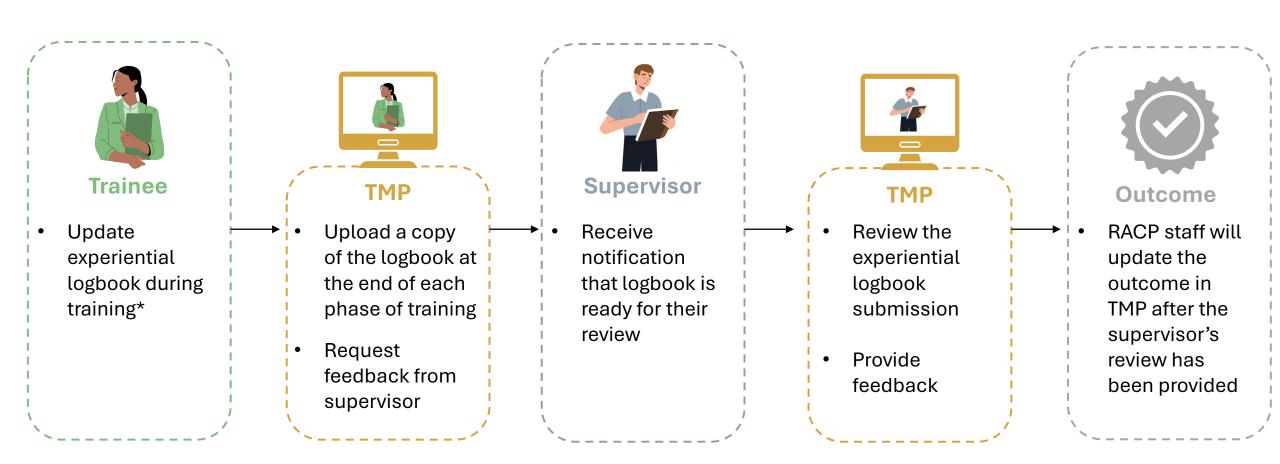
# **Experiential logbooks**

**Definition:** Experiential logbooks are used to document significant learning experiences during training, helping trainees reflect on their development and demonstrate engagement with the breadth of clinical practice.



<sup>\*</sup>A copy of the experiential logbook to date should be submitted at the end of each phase of training, with the complete procedural logbook submitted before the end of training





# Trainee guide

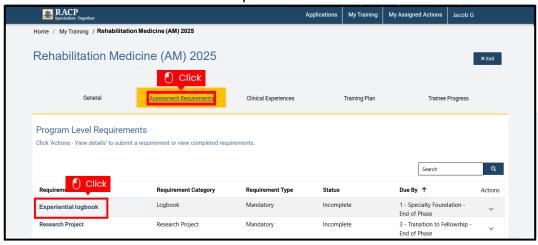
## Submit an experiential logbook

#### 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. Scroll down to the Program Level Requirements
- 6. Select the Experiential logbook requirement for your current phase
- 7. View details of the requirement type
- 8. Click 'Download Template' to save it to your device



#### Upload the file

You will complete your logbook throughout your training program. When a review of your logbook is due, complete the following steps:

- 9. Scroll down and click + Add Requirement
- 10. Give it a title and click Save & Next
- 11. Review details, scroll down and upload your hard copy



#### Review and request feedback

12. Check the document appears under File Name



- 13. Tick declaration
- 14. Request feedback



13. Click submit. A success message will appear.



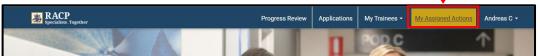


## Supervisor guide

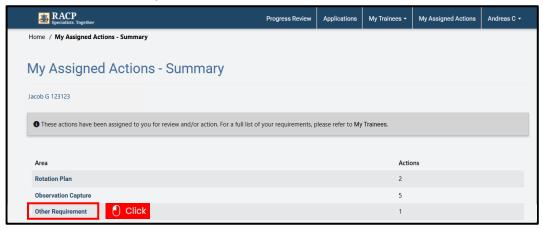
## Review an experiential logbook

#### Navigate to the page

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



3. Click Other Requirement



4. Click on the requirement name or under the Actions dropdown, click Review



#### Review the report

- 8. View details of the requirement
- 9. Scroll down and download the file by clicking the file name or using the download icon



- 10. Scroll down to Review Feedback and click the Actions dropdown
- 11. Click Provide Feedback



Provide Feedback			× Exit
			<b>2</b> Upload File
Document	Description	Date ↓	
There are no records to display.			
Feedback *			
			h.
Return to Trainee			

- 13. Provide written feedback
- 14. Check Return to Trainee if more details are required

15. Click submit. A success message will appear