# Progress Review Panels

## Trainee TMP guide

Trainees will be able to....

### Access feedback/decisions

- **See progress review recommendations or feedback** from a primary or secondary progress review panel (e.g., mid-phase)
- **View progress decisions** made by a primary or secondary progress review panel (e.g., end of phase)

### Respond and provide evidence

- **View and respond to training conditions** related to:
  - **Compliance** - completing outstanding assessments
  - **Competence** - reaching the appropriate progress standards
- **Add reflections or evidence** to notify a panel that the conditions have been met

*Supervisors can access trainee training information for up to 60 days after a rotation has ended.

# Workflow

To prepare for a Progress Review, trainees should complete all tasks on the Progress Review Panel checklist.
This ensures the panel has the necessary information to make an informed decision.



**TMP**

**Progress Review Panel:**

- Complete a progression review or determine progression decision
- Enter training conditions (if applicable)



**Trainee**

- Receive notification that their progression review/decision is ready to view*



**TMP**

**Trainee:**

- Views progression review/decision
- View and respond to training condition(s)

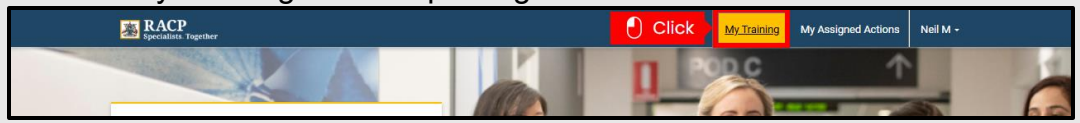
*Notification will come after RACP staff process the decision/review and determine a publish date

## Trainee guide

# Log in and navigate to page

### Via My Training

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

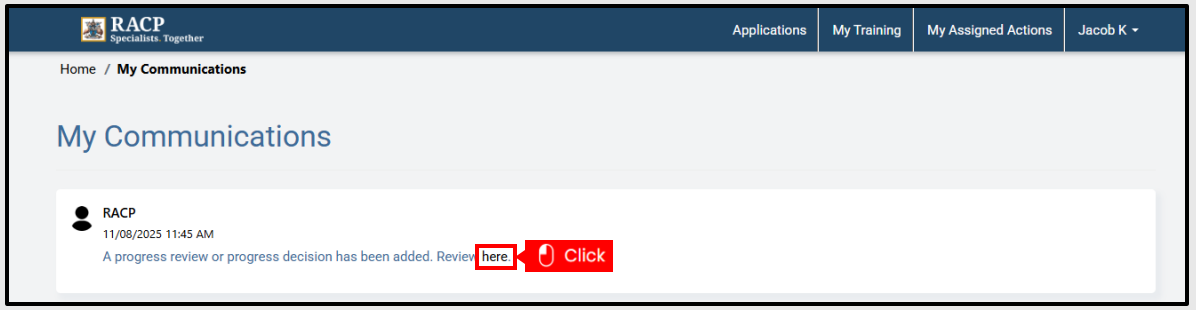



   a. Click on the name of your training program
   b. Click on the Training Progress tab

3. The Trainee Progress page will open

### Via email or My Communications

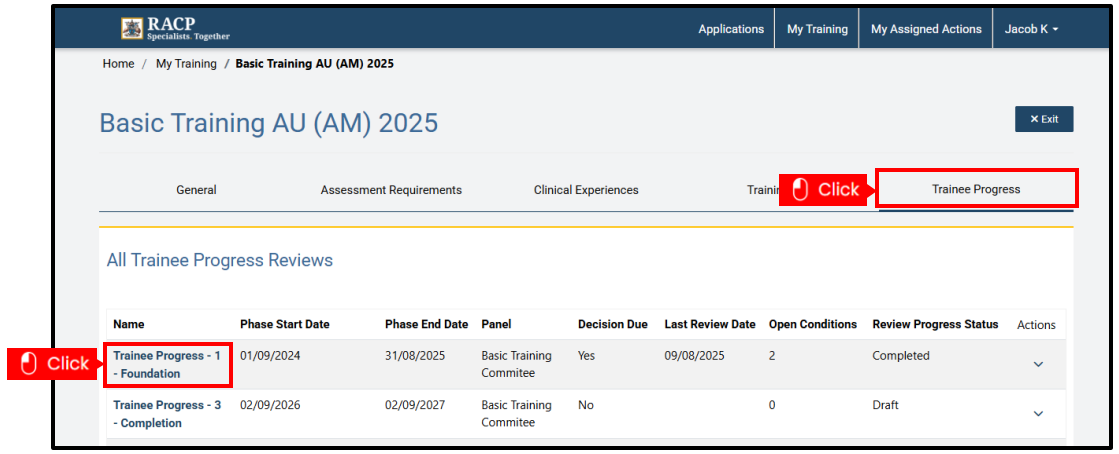
1. View the email or portal notification: 'A progress review or progress decision has been added'
2. Click the TMP hyperlink



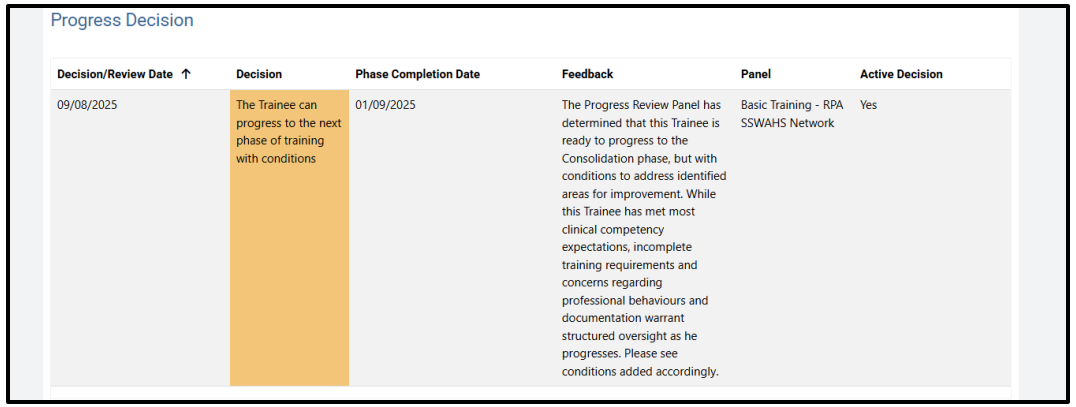

3. The Trainee Progress page will open

# View a Progression Review or Decision

4. Click the relevant Trainee Progress Review phase




5. The Trainee Progress Review will open. Scroll to Progression Decision
6. Review details of the review or decision




7. Exit the Trainee Progress Review page. You will be back in the Trainee Progress tab

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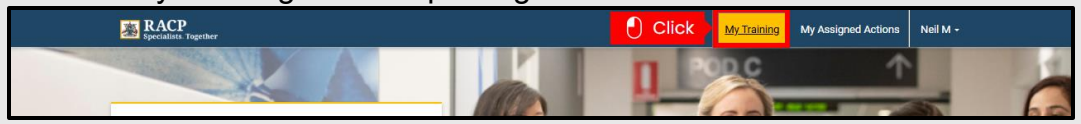


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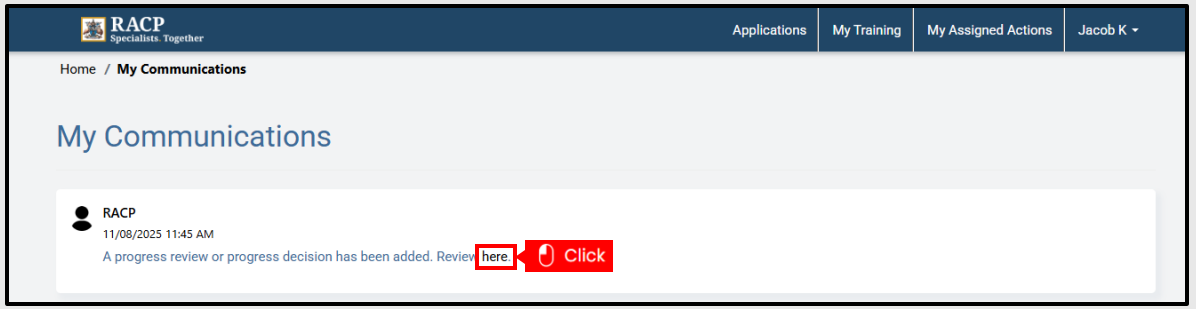
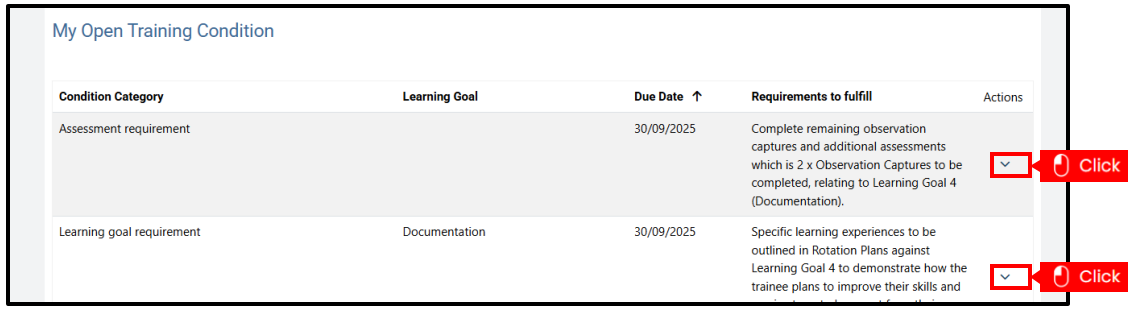
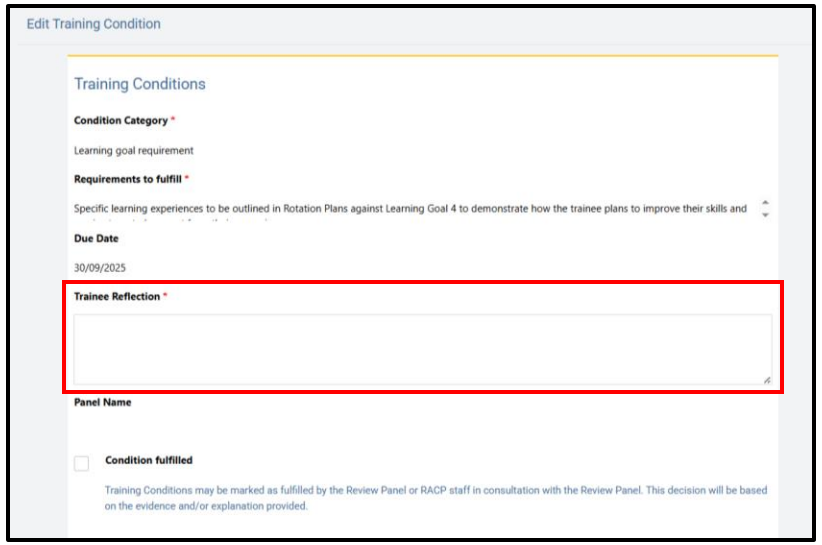



3. The Trainee Progress page will open

# Manage Training Conditions

4. Scroll down to My Open Training Conditions to view requirements to fulfil
5. Click the Actions dropdown arrow and select Edit




6. View Training Condition details
7. Type response into Trainee Reflection
8. Optionally add a document to support your reflection
9. Click submit

10. Scroll down to My Closed Training Conditions to show previously fulfilled conditions

