Progress Review Panels

Supervisor and DPE - TMP guide

Supervisor and DPEs will be able to….

Access feedback/decisions

- **See progress 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)

Review trainee records

- **View open and closed conditions** attached to a trainee record
- Supervisors can **access trainee training information** for up to 60 days after a rotation has ended.
- DPEs **maintain visibility** for the training program

Workflow

Before a panel can make a progression decision:

- Trainees need to ensure all rotation and phase* assessment requirements are submitted on TMP
- Supervisors need to ensure the final progress report with progression recommendation is submitted on TMP



TMP

Progress Review Panel:

- Determine progression decision or complete a progression review
- Enter training conditions (if applicable)



Supervisor/DPE

- Receive notification that their trainee's progression review/decision is ready for review



TMP

Supervisor/DPE:

- View progression review/decision

*only required in Basic Training

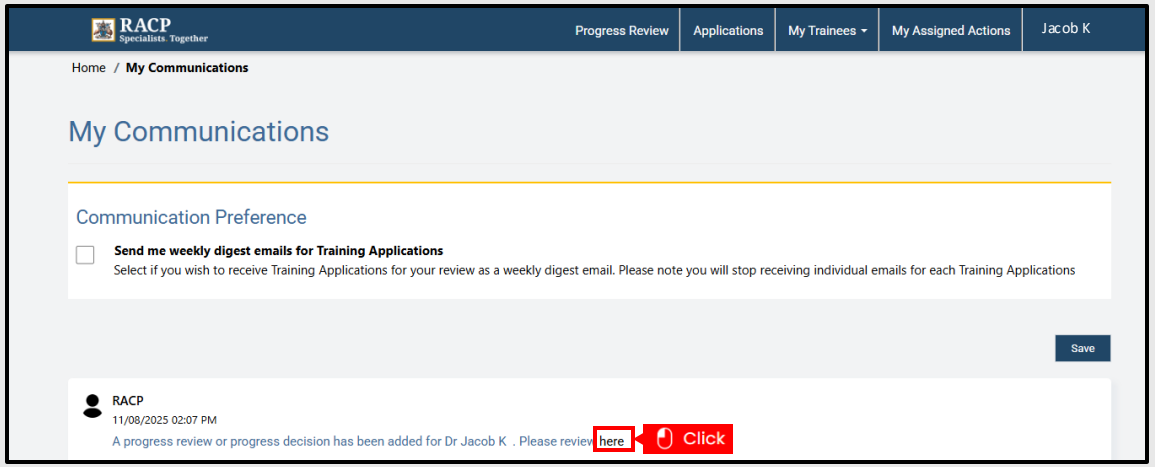
Note: If a trainee is not progressing or conditions are applied, the supervisor/ DPE must communicate the decision to the trainee before it is published.

Progression Review and Decision TMP guide

Supervisor guide

Via email or My Communications

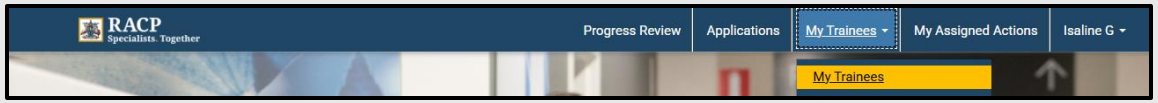
1. View the email or portal notification: 'A progress review or progress decision has been added'
2. Click the TMP hyperlink



3. The Trainee Progress page will open

Via My Trainees

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

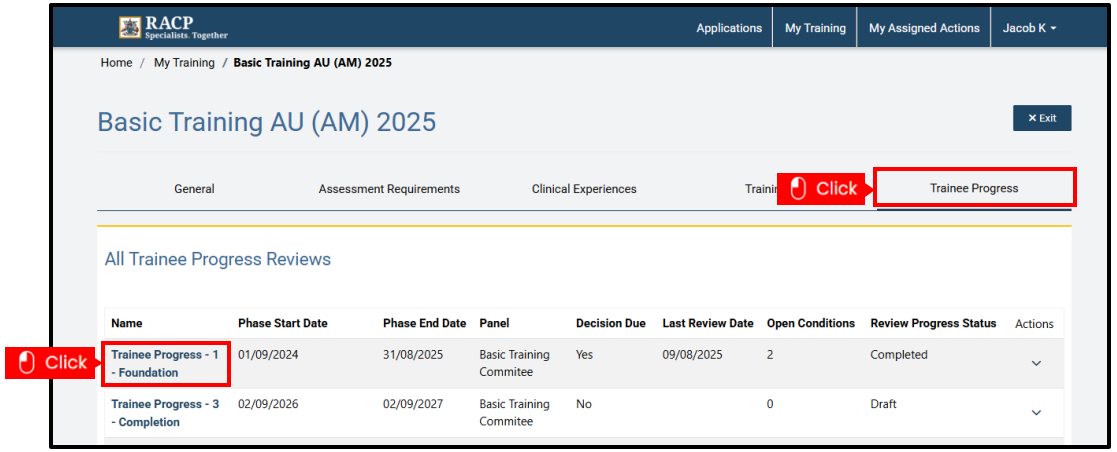


   a. Click on the name of the trainee you wish to view
   b. Navigate to the Training Progress tab

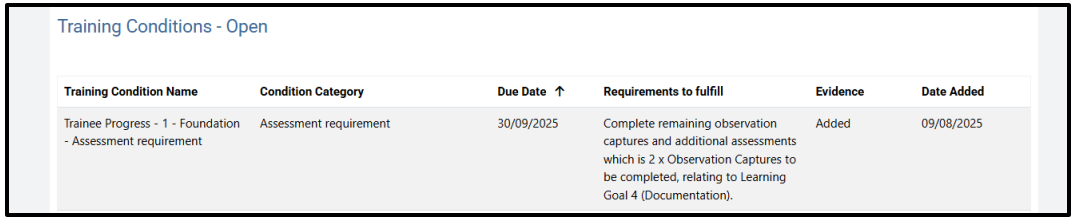
3. The Trainee Progress page will open

View a Progression Review or Decision

4. Click the relevant Trainee Progress Review name



5. The Progress Review details will open.
6. Scroll to Training Conditions – open or – closed to view current or previously fulfilled conditions



7. Scroll to Progress Decision
8. View details of the review or decision

