

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



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.

*only required in Basic Training



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

Home / My Communications

My Communications

Communication Preference

☐ Send me weekly digest emails for Training Applications
Select if you wish to receive Training Applications for your review as a weekly digest email. Please note you will stop receiving individual emails for each Training Applications

RACP
11/08/2025 02:07 PM
A progress review or progress decision has been added for Dr Jacob K . Please review [here](#) [Click](#)

3. The Trainee Progress page will open

Via My Trainees

1. Sign in to [TMP](#).
2. Click My Trainees on the top navigation bar.

Home / My Communications

My Communications

Communication Preference

☐ Send me weekly digest emails for Training Applications
Select if you wish to receive Training Applications for your review as a weekly digest email. Please note you will stop receiving individual emails for each Training Applications

RACP
11/08/2025 02:07 PM
A progress review or progress decision has been added for Dr Jacob K . Please review [here](#) [Click](#)

- 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

Home / My Training / Basic Training AU (AM) 2025

Basic Training AU (AM) 2025

General **Assessment Requirements** **Clinical Experiences** **Trainee Progress** [Click](#)

All Trainee Progress Reviews

Name	Phase Start Date	Phase End Date	Panel	Decision Due	Last Review Date	Open Conditions	Review Progress Status	Actions
Trainee Progress - 1 - Foundation	01/09/2024	31/08/2025	Basic Training Committee	Yes	09/08/2025	2	Completed	Click
Trainee Progress - 3 - Completion	02/09/2026	02/09/2027	Basic Training Committee	No		0	Draft	

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

Training Conditions - Open

Training Condition Name	Condition Category	Due Date ↑	Requirements to fulfill	Evidence	Date Added
Trainee Progress - 1 - Foundation - Assessment requirement	Assessment requirement	30/09/2025	Complete remaining observation captures and additional assessments which is 2 x Observation Captures to be completed, relating to Learning Goal 4 (Documentation).	Added	09/08/2025

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

Progress Decision

Decision/Review Date ↑	Decision	Phase Completion Date	Feedback	Panel	Active Decision
09/08/2025	The Trainee can progress to the next phase of training with conditions	01/09/2025	The Progress Review Panel has determined that this Trainee is ready to progress to the Consolidation phase, but with conditions to address identified	Basic Training - RPA SSWAHS Network	Yes