# **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)

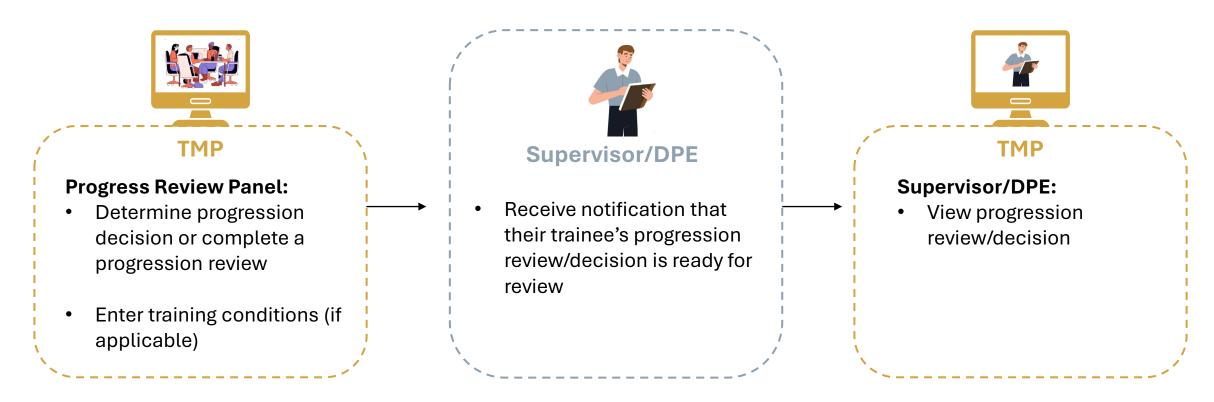
#### **Review trainee records**

- 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

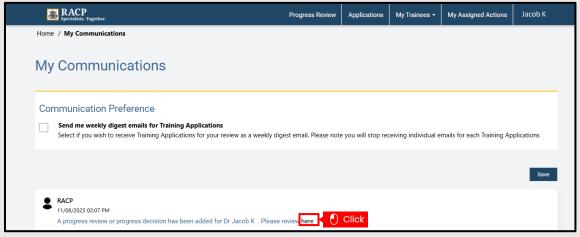


**Note:** If a trainee is not progressing or conditions are applied, the supervisor/ DPE must communicate the decision to the trainee before it is published.

## Supervisor guide

### Via email or My Communications

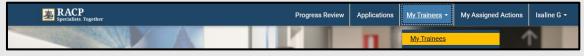
- 1. View the email or portal notification: 'A progress review or progress decision has been added'
- 2. Click the TMP hyperlink



3. The Trainee Progress page will open

#### **Via My Trainees**

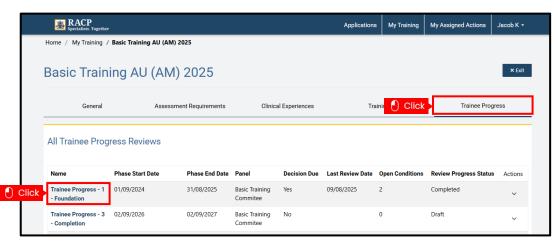
- 1. Sign in to TMP.
- 2. Click My Trainees on the top navigation bar.



- 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.
- 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

