

Progress review panels

Progress Review Panel member - TMP guide

Progress Review Panel members will be able to....

Review panel information	Monitor progress / make decisions	Add / review conditions
<ul style="list-style-type: none">• View details of all progress review panels they are part of (training program alignment and members)• Review trainees assigned to each panel, including all training records• Review trainee progression against the progression criteria and complete a mid-phase review	<ul style="list-style-type: none">• Make progress decisions or recommendations* (end of phase – can be done individually or in bulk)• Monitor trainees completing rotations under a different panels (e.g., secondment setting)	<ul style="list-style-type: none">• Add training conditions related to:<ul style="list-style-type: none">• Compliance - completing outstanding assessments• Competence - reaching the appropriate progress standards• Review trainee responses to conditions set

*Secondary panels

Workflow

To prepare for a Progress Review meeting, panel members should review the [Progress Review Panel checklist](#). This ensures members are ready to contribute to an effective discussion.



Progress Review Panel

- Meet and discuss trainees



TMP

- Review individual trainees for progression review/ decision
- Add bulk progression decisions
- Add/manage/update training conditions
- Include certification notes to staff if a decision requires modifying an included rotation



Outcome

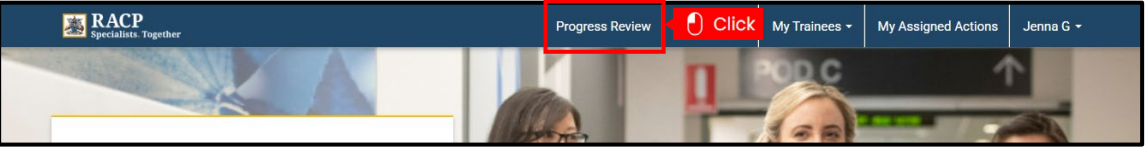
RACP staff will certify and update the outcome in TMP

Panel member guide

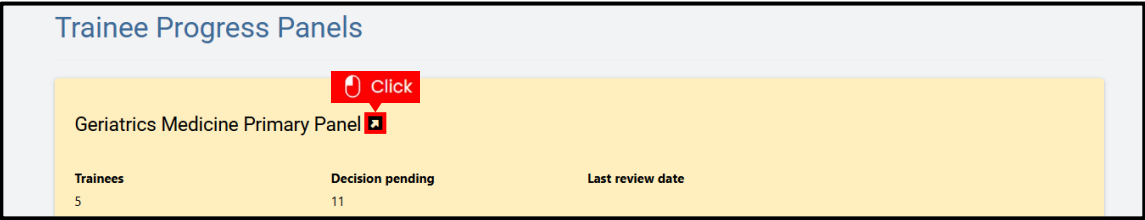
Review a trainee for a progression review/decision

Navigate to the page

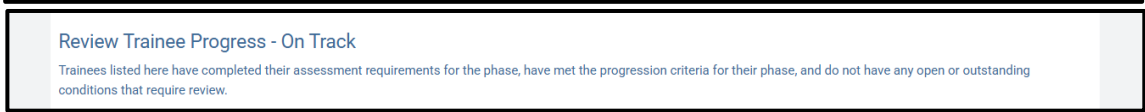
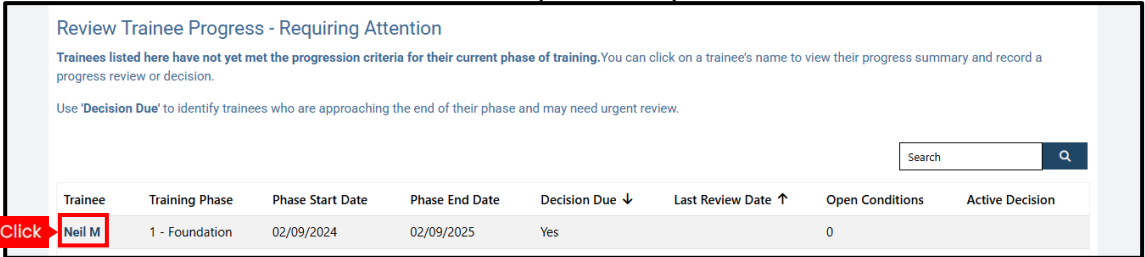
- 1. Sign in to TMP.
- 2. Click Progress Review on the top navigation bar.



- 3. Find the relevant panel name and click the icon to open the panel dashboard



- 4. View panel details.
- 5. Scroll down to view **Trainees requiring attention** or **Trainees on track**
- 6. Click the name of the trainee to open their profile



Review

A trainee will present in the '**Requiring Attention**' list if:

- they have not met the required quantity for all their assessment tools within the due dates for the phase,
- one or more learning goals have been rated less than the expected learning goal rating by the Supervisor(s) in the latest progress report,
- there are outstanding open Training Conditions requiring completion,
- there are progress reports for that phase that have the latest recommendation type of either Closely review this trainee's progress or Refer to the training support pathway.

Information about why the trainee requires attention is in the individual trainee record.

Review individual trainee data

- 6. Click through to review all data from the training phase or rotation.
 - Rotation Plan in Current Phase
 - Progress Review Reports
 - Phase Requirements
 - Program Level Requirements
 - Learning Courses
 - Assessments Mapped to Learning Goals
 - Learning Goals Rating – Progress Reports
 - Supervisor Learning Goal Rating History
 - Professional/Clinical Experience
 - Professional/Clinical Experience – Time Certified
 - Professional/Clinical Experience – Certification Comments*
 - Training Conditions – Open*
 - Training Conditions – Closed
 - Progress Decisions or Reviews*

*Instructions on how to add these fields are on the following pages.

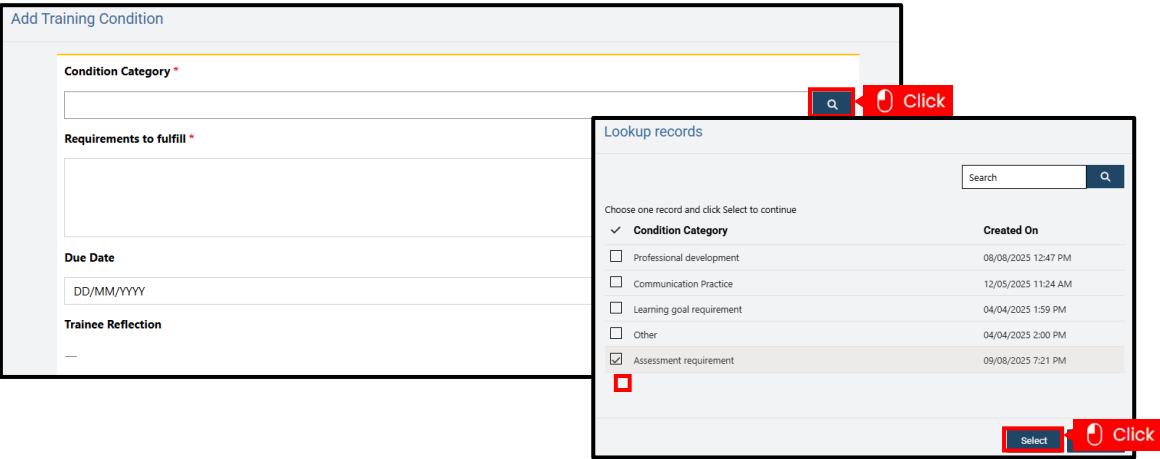
Panel member guide

Add a trainee’s training conditions

- 1. Scroll down to Training Conditions – Open
- 2. Click Add condition



- 3. Click the search lookup to select a Condition Category from the list.
You can only select one category per condition.

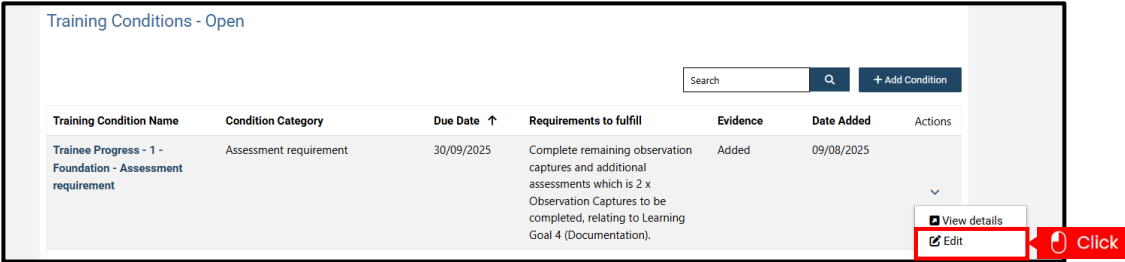


- 4. Type a description of the Training Condition and what the trainee must complete to meet this. A learning goal field will appear if *learning goal requirement* is the selected category.
- 5. Set a due date and click **Submit**
- 6. A success message will appear

Review/update a trainee’s training condition

Action

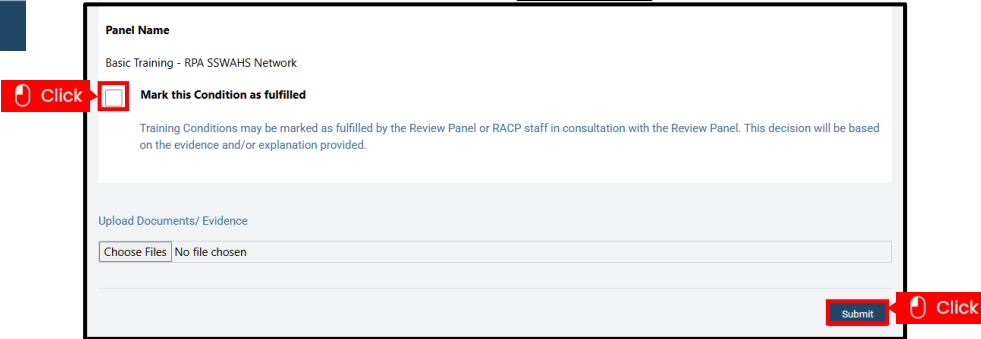
- 1. Navigate to the trainee’s list of open conditions (see Review a trainee for a progression decision instructions)
- 2. Click the Actions drop-down and select Edit



- 3. View the trainee reflection
- 4. Make changes to any section as necessary
- 5. Click **Submit** to save changes

Close a trainee’s training condition

- 1. View the Panel Name and check the Mark this Condition as fulfilled
- 2. Optionally upload documents/evidence by clicking **Choose Files**
- 3. Click **Submit**



- 4. A success message will appear. All open and closed conditions will be available in the trainee’s profile and in the individual trainee data for panel members.

Panel member guide

Review a trainee for a progression review/decision

Add Professional/Clinical Certification Comments (optional)

- 1. Scroll down to Professional/Clinical Experience – Certification Comment
- 2. Click Add Certification Comment*

Clinical Experience - Certification Comment

Search

Q

Add Certification Comment

Click

Add Progress Review/Decision

- 1. Under Progress Decisions, click +Add Decision or + Add Review

Progress Decision

Add review or provide an overall progression recommendation for the trainee's phase period.

Search

Q

+ Add Decision

+ Add Review

Click

- 2. Include:
 - Decision/Review Date
 - Phase Completion Date
 - Decision*
 - Feedback to Trainee

For details on the Training Support Pathway, watch the [on-demand session](#).

Add Decision/Review

Decision Date

10/08/2025

Phase Completion Date

01/09/2025

Decision

Select Decision

Feedback to Trainee

Panel

Basic Training - RPA SSWAHS Network

☐ Ready to Submit

Save

Action

- 3. In the decision field, click the dropdown to select a decision
 - If “progress with conditions” or “cannot progress” is selected, conditions must be added before submitting

Decision

Select Decision

Select Decision

This trainee is progressing satisfactorily

The Trainee can progress to the next phase of training with conditions

The Trainee cannot progress to the next phase of training

Click

- 4a. Click save to save the decision as a draft
- 4b. Check Ready to Submit then click Submit (will not be visible to the trainee until the Publish Date)

Click

☒ Ready to Submit

Submit

Click

Add Bulk Progression Decision - Progress Review Panels can progress trainees in bulk from the on-track list or choose to review and progress them individually.

Navigate to Trainees on Track

- 1. Checkbox trainees to be bulk progressed
- 2. Click + Add Bulk Decision

- 3. Include:
 - Decision Date
 - Decision
 - Feedback to Trainee†

Review Trainee Progress - On Track

Trainees listed here have completed their assessment requirements for the phase, have met the progression criteria for their phase, and do not have any open or outstanding conditions that require review.

+ Add Bulk Decision

Click

Q

Trainee	Training Phase	Phase Start Date	Phase End Date	Decision Due	Last Review Date	Open Conditions	Active Decision
Jacob K	Foundation	01/09/2024	01/09/2025	Yes		0	

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- 4. Click submit

†Optional. The same feedback will be sent to all trainees checked

*only included in Progress Decision