# Phase Learning Plan

## The purpose of the Phase Learning Plan is to help you plan your learning over a phase of training and each training rotation.

## Workflow

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| **Trainee**  |
|  | Fill out your personal details.  |
|  | Set targets for the learning goals. |
|  | Reflect and comment on the plan, and once completed email this plan to your Education Supervisor for a discussion.  |
|  | Add comments for your Education Supervisor to review (optional). |
| **Education Supervisor (Optional)** |
|  | Review and comment on the Phase Learning Plan and discuss with the Trainee. |
| **Trainee** |
|  | Review the information entered by the Education Supervisor and confirm.  |
|  | Save a copy of the Phase Learning Plan for your records. |
|  | Send the saved completed Phase Learning Plan to curriculum@racp.edu.au |
| **RACP staff** |
|  | Save and upload documentation to Tracc when available. |

Please note that this form is for use at settings that have nominated to use electronic assessment forms in place of Tracc for a period of time. For a list of settings using these forms, including timeframes, please see the [new Basic Training program webpage](https://www.racp.edu.au/trainees/basic-training/curricula-renewal/new-basic-training-program).

If your setting has not elected to use electronic forms, please use Tracc to complete your assessments.

If you have any questions or require additional support using this form, please contact the Basic Training Curricula Renewal team at curriculum@racp.edu.au.

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| **Trainee name and MIN***Title, preferred name, surname, MIN* | Click or tap here to enter text. |
| **Training information** |
| **Phase name** *date to date, specialties, setting location*Click or tap here to enter text. | **Education supervisor(s)**  Click or tap here to enter text. |
| **Learning goals** |
| *The 2021 Basic Training Handbook outlines the learning goals in greater detail,* [*https://elearning.racp.edu.au/login/index.php*](https://elearning.racp.edu.au/login/index.php) | **Self-assessment** *Select the most appropriate response based on your progress at the time of completing this assessment.* I am… | **Target for end of phase (optional)** *Select the most appropriate response based on your planned progress by the end of the phase of training.* I will be... | **Comment (optional)***Provide any commentary to support your planned achievements for these learning goals.* |
| **1 Clinical assessment** | Choose an item. | Choose an item. | Click or tap here to enter text. |
| **2 Communication with patients** | Choose an item. | Choose an item. | Click or tap here to enter text. |
| **3 Documentation** | Choose an item. | Choose an item. | Click or tap here to enter text. |
| **4 Prescribing** | Choose an item. | Choose an item. | Click or tap here to enter text. |
| **5 Transfer of care** | Choose an item. | Choose an item. | Click or tap here to enter text. |
| **6 Investigations** | Choose an item. | Choose an item. | Click or tap here to enter text. |
| **7 Acutely unwell patients** | Choose an item. | Choose an item. | Click or tap here to enter text. |
| **8 Procedures** | Choose an item. | Choose an item. | Click or tap here to enter text. |
| **9 Professional behaviours** | Choose an item. | Choose an item. | Click or tap here to enter text. |
| **10 Knowledge** | Choose an item. | Choose an item. | Click or tap here to enter text. |
| **Trainee comments** |
| *Reflect on the learning plan and add any comments that you would like to share with your Education Supervisor. They will have the option to review and comment on your learning plan*.Click or tap here to enter text. |
| **Education Supervisor comments (optional)** |
| *Reflect on the learning plan and add any comments that you would like to share with the trainee and Director of Physician/Paediatric Education*.Click or tap here to enter text. |