

## Progress Report

The Progress Report is a work-based assessment that documents reports on trainees' progress against all learning goals (including the Competencies, Entrustable Professional Activities and Knowledge Guides) for each quarter and the phase; and criteria to progress to the next phase of training in the fourth quarter.

This is an example of a Progress Report that has been developed by the Curriculum Review Group for Public Health Medicine and is for guidance purposes only. The fields are subject to change and the final version may be different to what is shown in this example.

## Workflow

RACP staff	
1.	Fill out sections of the progress report related to previous assessments
2.	Send package of all assessments completed by the trainee throughout the phase and partially pre-filled progress report to the trainee
Trainee	
3.	Ensure all of the assessments completed in the phase are available to the Supervisor for review
4.	Review any completed Learning and Observation Captures, and the Learning Plan
5.	Self-assess your progress against your learning goals across the phase
Supervisor	
6.	Review and assess the trainee's progress against each of the Learning Goals
7.	Reflect on the trainee's progress and provide comments
8.	Provide a recommendation to the Progress Review Panel
Trainee	
9.	Save a copy of the Phase Progress Report for your records
10.	Send the saved completed Phase Progress Report to <a href="mailto:curriculum@racp.edu.au">curriculum@racp.edu.au</a>
RACP staff	
11.	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. If your setting has not elected to use electronic forms, please use Tracc to complete your assessments.

Trainee name and MIN <i>Title, preferred name, surname, MIN</i>		Dr Lee Smith, 765432	
<b>Rotation 1</b>			
<i>Include dates of rotation, setting location, activities/projects undertaken</i>	Rotation Supervisor:	Learning captures completed:	Observation captures completed:
Leave taken:	Rotation report recommendation:		
<b>Rotation 2</b>			
<i>Include dates of rotation, setting location, activities/projects undertaken</i>	Rotation Supervisor:	Learning captures completed:	Observation captures completed:
Leave taken:	Rotation report recommendation:		
<b>Rotation 3</b>			
<i>Include dates of rotation, setting location, activities/projects undertaken</i>	Rotation Supervisor:	Learning captures completed:	Observation captures completed:
Leave taken:	Rotation report recommendation:		
<b>Rotation 4</b>			
<i>Include dates of rotation, setting location, activities/projects undertaken</i>	Rotation Supervisor:	Learning captures completed:	Observation captures completed:
Leave taken:	Rotation report recommendation:		
Add any comments about Learning Captures and Observation Captures across the phase.			
<b>Trainee comments</b> <i>Reflect on the progress report and learning plan, think about whether you met your learning goal targets as set out in your Learning Plan. Add any comments that you would like to share with your Supervisor. They will have the option to review and comment on your Learning Plan.</i>			

**Commented [RL1]:** A number from 1 to 15

**Commented [RL2]:** Enter a number from a drop down, from 1-15

**Commented [RL3]:** Enter option from a drop down:  
Trainee is progressing satisfactorily  
I recommend the Education Supervisor closely reviews the trainee's progress  
I recommend that this trainee is placed on the training support pathway

Learning goal assessment section				
<b>Learning goals</b> <i>The training handbook outlines the learning goals in greater detail (link)</i>  <i>Learning goals were set in your Phase Learning Plan. If available these should be reviewed prior to making assessments on your progress against the Learning Goals.</i>	<b>Trainee Assessment</b> <i>This section is for the trainee to fill out, assessing their performance across the phase.</i>		<b>Supervisor Assessment</b> <i>This section is for the Supervisor to fill out, assessing the trainee's performance across the phase</i>	
	<i>Select the most appropriate response based on your progress at the time of completing this assessment.</i>  I am..	<i>Add any supplementary comments for your supervisor's consideration</i>	<i>Select the most appropriate response based on your observation of the trainee.</i>  The trainee is:	<i>Add any comments and goal-specific feedback for this trainee</i>
1. Professional behaviours	Choose an item		Choose an item	
1. Leadership and accountability	Choose an item		Choose an item	
2. Supervision and teaching	Choose an item		Choose an item	
3. Quality improvement	Choose an item		Choose an item	
4. Incident response	Choose an item		Choose an item	
5. Population and public health interventions	Choose an item		Choose an item	
6. Population health information	Choose an item		Choose an item	
7. Communication for population health gain	Choose an item		Choose an item	

**Commented [RL4]:** Each box has a drop down menu for the trainee to choose from:  
 -able to be present and observe  
 -able to act with direct supervision  
 -able to act with indirect supervision  
 -able to act with supervision at a distance  
 -able to provide supervision  
 -unable to rate

8. Multicultural population and public health	Choose an item		Choose an item	
9. Policy analysis, development and planning	Choose an item		Choose an item	
10. Organisational unit management	Choose an item		Choose an item	
11. Title TBA – for co-design	Choose an item		Choose an item	
1. Scientific Foundations of Public Health Medicine	Choose an item		Choose an item	
2. Communicable disease prevention and control	Choose an item		Choose an item	
3. Non-communicable disease prevention and control	Choose an item		Choose an item	
4. Health and the physical environment	Choose an item		Choose an item	
5. Determinants of health	Choose an item		Choose an item	
6. TBA – for co-design	Choose an item		Choose an item	
<b>Supervisor</b>				
<b>Supervisor comments:</b> <i>Provide any comments that you think will benefit and guide the trainee's learning over the next phase of training</i>		What did the trainee do well during this phase?	What could the trainee improve on in the next phase?	

Progression recommendation	Comments on Recommendation	Date report completed:

**Commented [RL5]:** Enter option from a drop down:  
Trainee is progressing satisfactorily  
I recommend the Education Supervisor closely reviews the trainee's progress  
I recommend that this trainee is placed on the training support pathway