# Rotation Progress Report

## The purpose of the Rotation Progress Report is to assess your progress over a training rotation.

## Workflow

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| **RACP staff** | |
|  | Fill out sections of the progress report related to previous assessments. |
|  | Sends package of all assessments completed by Trainee throughout rotation and partially pre-filled progress report to Trainee. |
| **Trainee** | |
|  | Ensure all the assessments completed in the rotation are available to the Rotation Supervisor for review. |
|  | Review any completed captures and learning plans. |
|  | Self-assess your progress against your learning goals following this rotation. |
| **Rotation Supervisor** | |
|  | Review and assess the Trainee's progress against each of the learning goals. |
|  | Reflect on the Trainee's progress and provide comments. |
|  | Provide a recommendation to the Trainee's Education Supervisor. |
| **Trainee** | |
|  | Save a copy of the Rotation Progress Report as a record. |
|  | Send the saved and completed Rotation Progress Report to [curriculum@racp.edu.au](mailto:curriculum@racp.edu.au) |
| **BTCR Team** | |
|  | 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](mailto:curriculum@racp.edu.au).

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| **Trainee name and MIN** *Title, preferred name, surname, MIN*  Click or tap here to enter text. | | **Rotation information** *date to date, specialty, setting location*  Click or tap here to enter text. | | | |
| **Rotation supervisor(s)** *Title, preferred name, surname*  Click or tap here to enter text. | | **Specialty(ies)**  Click or tap here to enter text. | | | |
| **Assessments completed during the rotation** | | | | | |
| **Learning captures completed**  Choose an item. | | **Observation captures completed**  Choose an item. | | | |
| **Add any comments about learning captures and observation captures across the rotation.**  Click or tap here to enter text. | | | | | |
| **Learning opportunities completed during the rotation** | | | | | |
| **Learning Opportunity name** *Learning opportunities were set for your rotation in your rotation learning plan. If available, these should be reviewed prior to completing this section* | | **Learning opportunity completed?** | **Add any comments about learning opportunities** | | |
| Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | | |
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| **Add any general comments about the rotation (optional)** Click or tap here to enter text. | | | | | |
| **Learning goal assessment section** | | | | | |
| **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)  *Learning goals targets were set in your rotation learning plan. If available, these should be reviewed prior to making assessments on your progress against the learning goals.* | **Trainee Assessment** | | **Rotation Supervisor Assessment** | | |
| *This section is for the Trainee to fill out, assessing their performance across the rotation.* | | *This section is for the Rotation Supervisor to fill out assessing the Trainees performance across the rotation.* | | |
| *Select the most appropriate response based on your progress at the time of completing this self-assessment.*  I am… | *Add any supplementary comments for your supervisor’s consideration.* | *Select the most appropriate assessment based on your observation of the trainee.*  The trainee is… | | *Add any comments and goal-specific feedback for this trainee.* |
| **1 Clinical assessment** | Choose an item. | Click or tap here to enter text. | Choose an item. | | Click or tap here to enter text. |
| **2 Communication with patients** | Choose an item. | Click or tap here to enter text. | Choose an item. | | Click or tap here to enter text. |
| **3 Documentation** | Choose an item. | Click or tap here to enter text. | Choose an item. | | Click or tap here to enter text. |
| **4 Prescribing** | Choose an item. | Click or tap here to enter text. | Choose an item. | | Click or tap here to enter text. |
| **5 Transfer of care** | Choose an item. | Click or tap here to enter text. | Choose an item. | | Click or tap here to enter text. |
| **6 Investigations** | Choose an item. | Click or tap here to enter text. | Choose an item. | | Click or tap here to enter text. |
| **7 Acutely unwell patients** | Choose an item. | Click or tap here to enter text. | Choose an item. | | Click or tap here to enter text. |
| **8 Procedures** | Choose an item. | Click or tap here to enter text. | Choose an item. | | Click or tap here to enter text. |
| **9 Professional behaviours** | Choose an item. | Click or tap here to enter text. | Choose an item. | | Click or tap here to enter text. |
| **10 Knowledge** | Choose an item. | Click or tap here to enter text. | Choose an item. | | Click or tap here to enter text. |
| **Trainee comments** *Reflect on the progress report and add any comments that you would like to share with your rotation supervisor.* | | Click or tap here to enter text. | | | |
| **Rotation Supervisor** | | | | | |
| **Rotation Supervisor comments**  *Provide any comments that you think will benefit and guide the Trainee’s learning over the next rotation.* | **What did the trainee do well during this rotation?**  Click or tap here to enter text. | | | **What could they improve on in the next rotation?**  Click or tap here to enter text. | |
| **Progression recommendation**  Choose an item. | **Comments on recommendation**  Click or tap here to enter text. | | | **Date report completed**  Click or tap to enter a date. | |