



# Introduction to the Training Management Platform Portal

## Supervisor Guide

<b>Purpose</b>	This job aid outlines how to navigate the portal to find important information related to trainee progress in a training program.
<b>Intended Audience</b>	Rotation Supervisors, Education Supervisors, Advanced Training Supervisors, Directors of Physician Educations (DPEs), Network DPEs and Training Program Coordinators (TPCs), collectively referred to as 'supervisors' throughout the document, except for specific sections which may have systems view or information related to a certain role.
<b>Context</b>	This job aid is designed to help Supervisor users navigate the TMP portal by focusing on activities including (however, not limited to) logging in, navigating the home page, using the search functionality, and exploring links in the footer. Supervisors and DPEs can find information about trainees they are supervising including their progress in a training program and learning and assessment activities completed by a trainee.

### How to use this document:

The document is structured into 4 sections, representing 5 key Introduction to the Training Management Platform (TMP) Portal learning outcomes.

To open the navigation pane in Adobe Acrobat, navigate to the left side of your screen and click on the 'arrow' icon  and then the 'bookmark' icon .



## Contents

<b>Section 1: Log in to the Portal.....</b>	<b>3</b>
<b>Section 2: Navigation Overview - finding your trainees and their training information.</b>	<b>5</b>
<b>Section 3: Using Search functionality .....</b>	<b>10</b>
<b>Section 4: Footer.....</b>	<b>13</b>
<b>Section 5: Summary of Outcomes .....</b>	<b>15</b>



## Section 1: Log in to the Portal

**Context:** Use these instructions as a Supervisor to log into the Training Management Platform (TMP) Portal.

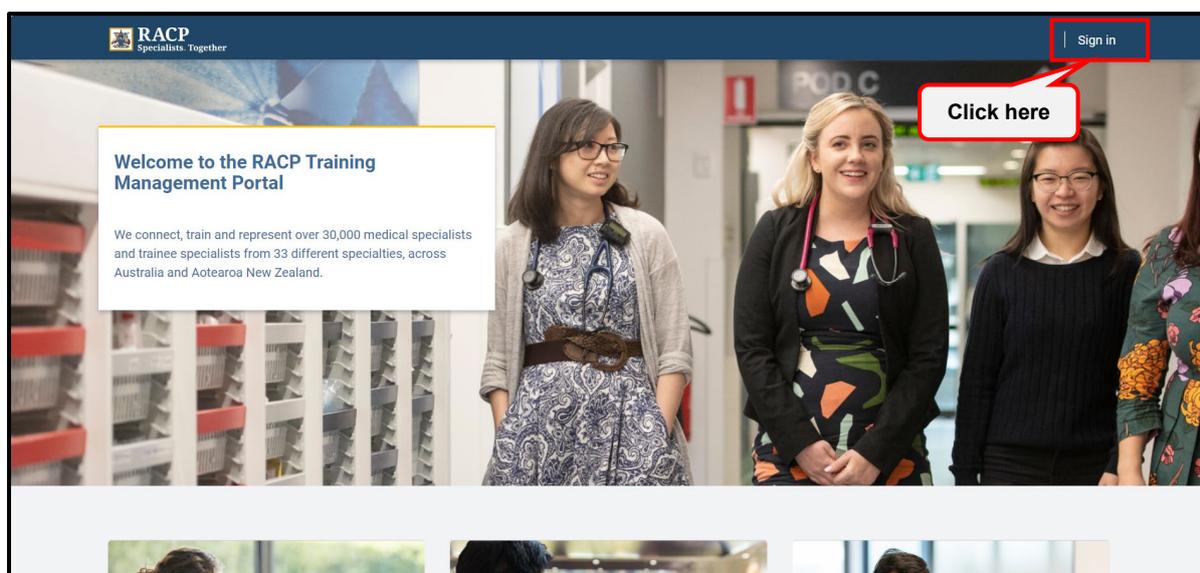
Pre-requisites required:

- Before logging into RACP systems, you will require an RACP User ID and password. This is created by completing a [new user form](#).
- As part of this process you will be required to set up your [multi-factor authentication](#) used by the RACP to protect your data.

1. Navigate to the TMP Portal via your web browser and click on **Sign in** located on the top right corner of the screen. Refer to **Figure 1**.



**Note:** You can access TMP Portal via <https://tmp.racp.edu.au/> and also via the TMP quick-link on RACP website (home page)



**Figure 1**

2. Enter your RACP User ID and click on **Next**. Refer to **Figure 2**.





## Sign in

[Can't access your account?](#)

[Back](#) [Next](#)

Welcome to the RACP login page.

*Figure 2*

3. Enter your password and click **sign in**. Refer to **Figure 3**.



← testuser1@racp.edu.au

## Enter password

[Forgot my password?](#)

[Sign in](#)

Welcome to the RACP login page.

*Figure 3*



## Section 2: Navigation Overview - finding your trainees and their training information

**Context:** Use these instructions as a Supervisor to understand and navigate across the TMP Portal, including the different components that will appear on the landing page of TMP Portal once you are logged in.

1. Located at the top of the landing page is the **Primary Navigation / Menu Bar** which includes the following clickable items. Refer to **Figure 4**.
  - **Applications:** This redirects to another page displaying your current Applications. You can use this if you are planning to start an application to enter an RACP Training Program.
  - **My Trainees:** Depending on your Training role (Education Supervisor, Rotation Supervisor or DPE), the list will display the Training Programs your Trainees are part of.
    - If you are an **Education Supervisor:** you can view a list of your Trainee's Training Programs where you are nominated as their Education (Program Level) Supervisor.
    - If you are a **Rotation Supervisor:** view a list of your Trainee's Training Programs where you are nominated as their Rotation Plan Supervisor (via the trainee's Rotation plan).
    - If you are a **DPE:** view a list of your Trainee's applications.
  - **My Assigned Actions:** This redirects to another page where certain '**to-do**' items are shown that require action from you, depending on your Training Role. These actions will often relate to assessment activities related to your trainees.

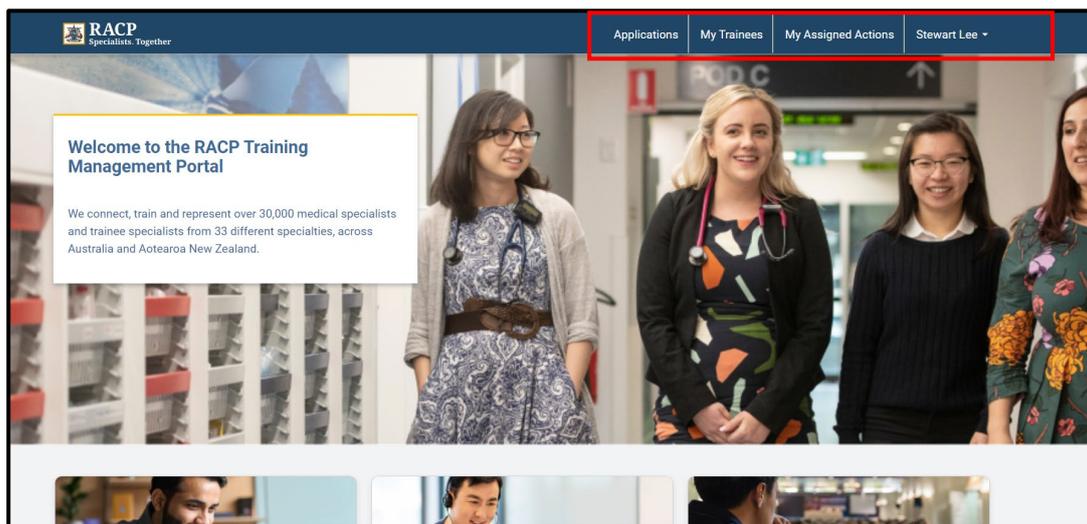


Figure 4



2. Click on **your name** on the top right corner of the screen to see the following options. Refer to **Figure 5**.

- **My Profile:** This displays your personal details, address details and fellowship details if applicable.



**Note:** Each section of Contact details is read-only (indicated by the padlock icon next to each field), because contact information cannot be updated in TMP, but needs to be updated via [MyRACP](#)

- **My Communication History:** This displays comments directed to you by RACP or Assessors (you cannot respond to these in the Portal).
- **Sign out:** This enables you to sign out from the Portal.

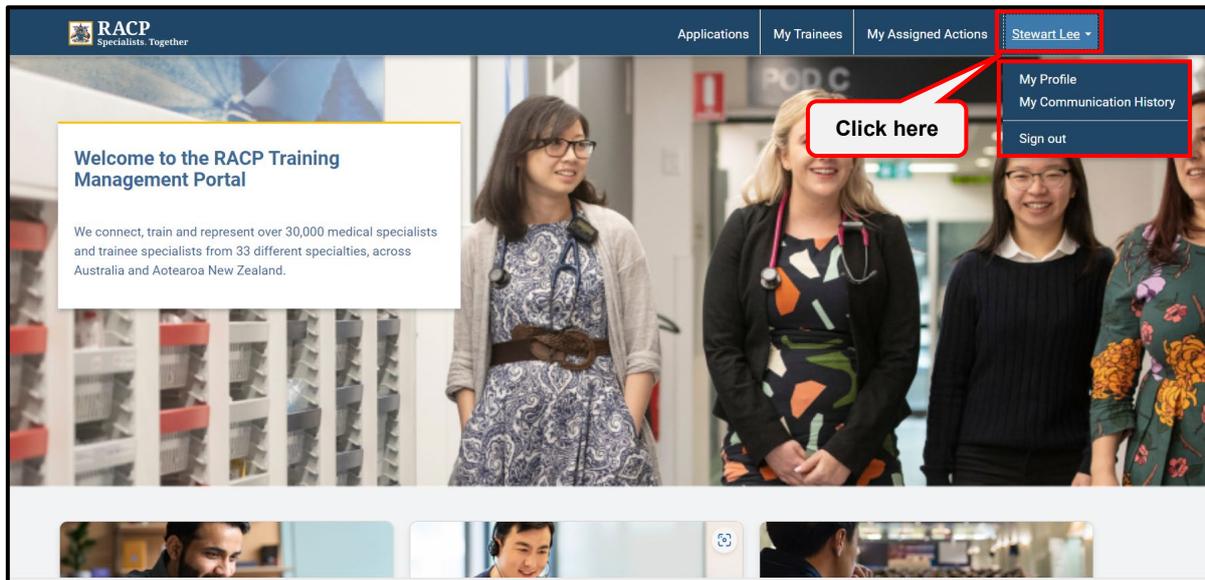


Figure 5

3. Click on **My Assigned Actions**. Refer to **Figure 6**.

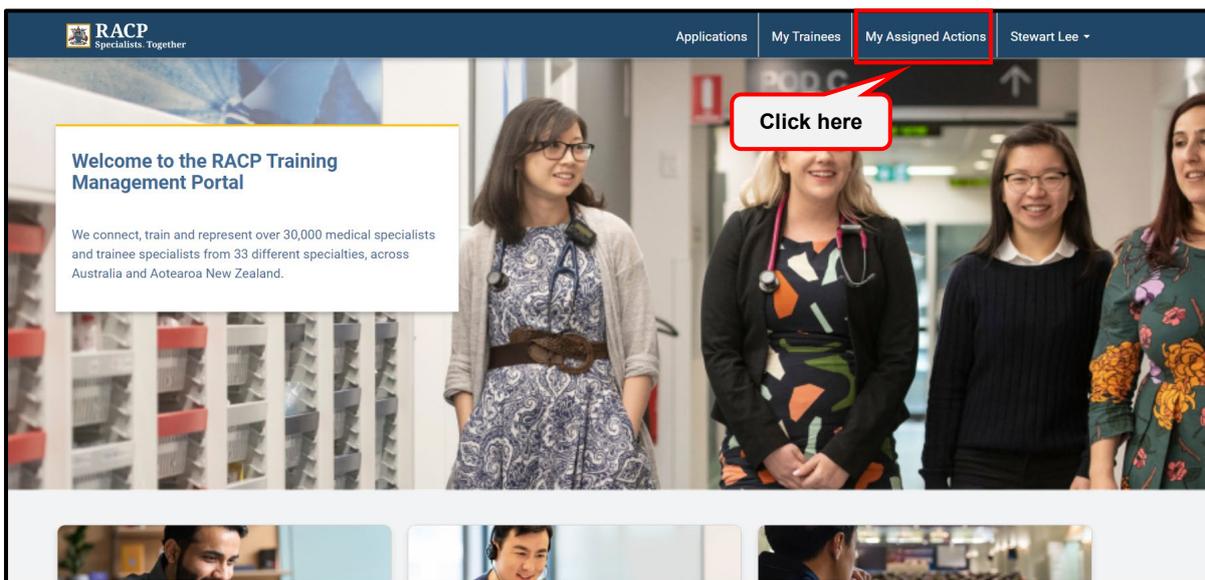


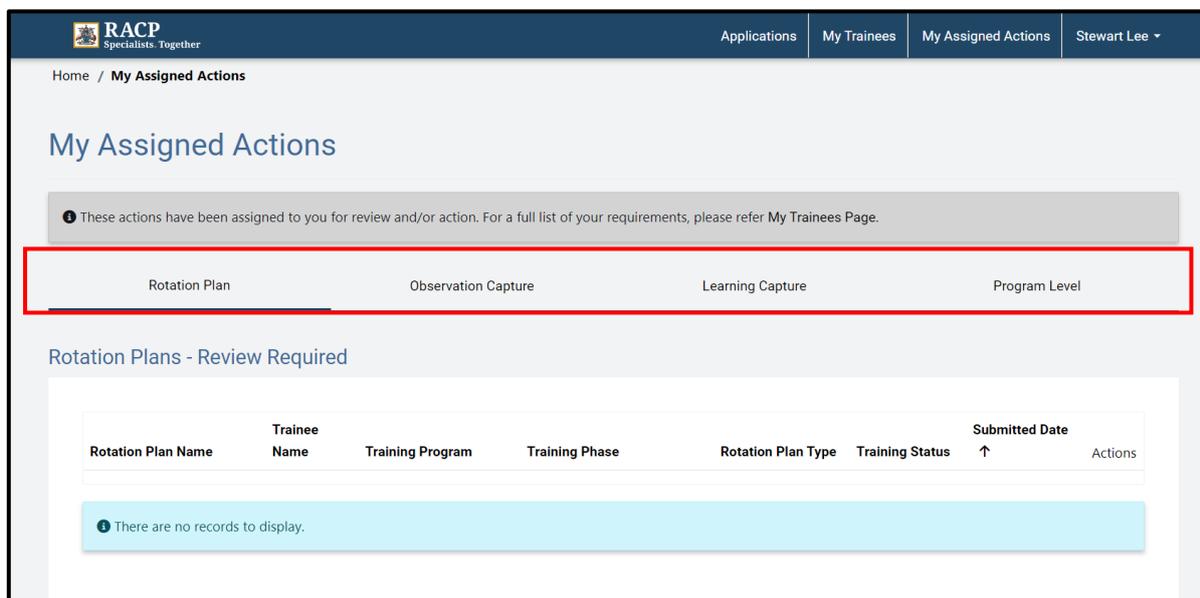
Figure 6

My Assigned Actions provides a list of actions that you need to complete in the Portal. The actions will normally form part of a workflow that has been initiated by a trainee. For example, to notify you when a trainee nominates you as a supervisor or when you have been nominated as an assessor for an Observation Capture.

4. On **My Assigned Actions** page, you will be able to view the below tabs. Refer to **Figure 7**.
  - **Rotation Plan tab:** See Rotation Plans that require your review and view a list of Rotation Plans that you have returned to the Trainee.
  - **Observation Capture tab:** See Observation Captures that have been submitted to you for review/feedback.
  - **Learning Capture tab:** See Learning Captures where you have been requested to provide Feedback.
  - **Applications tab:** see a list of Applications that require review or additional information is required.

 **Note:** *The Applications tab only appears if there are Applications awaiting your approval, else this tab is hidden (as in Figure 7 below). Also, only DPEs will receive approval requests for Basic Training program applications, while all other Supervisor roles won't have visibility of this tab.*

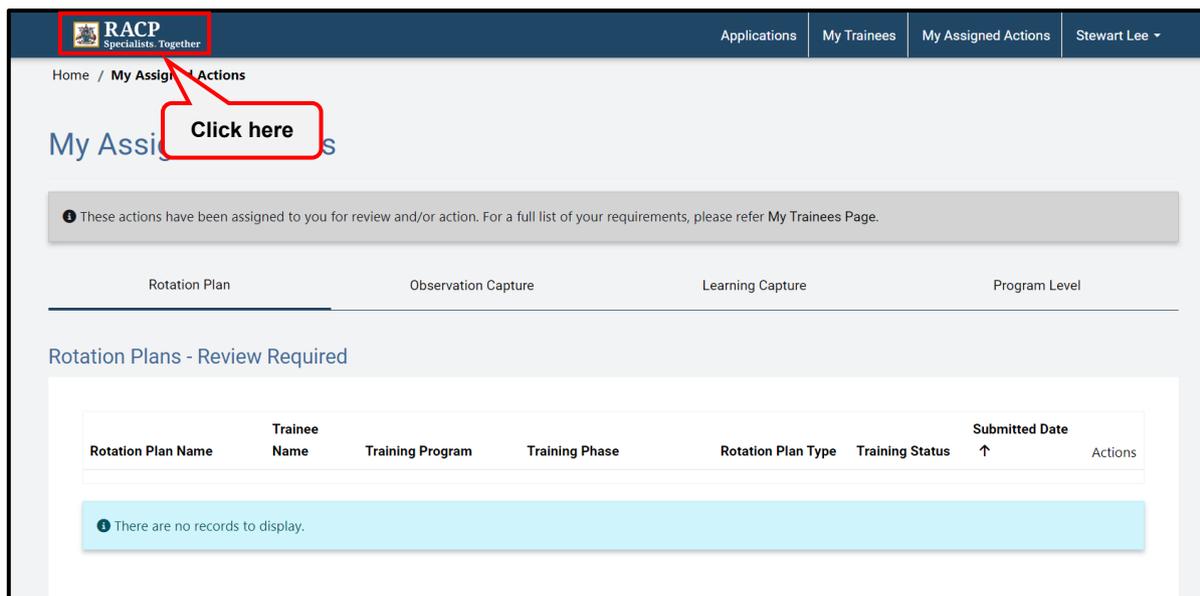
- **Program level tab:** See Training programs where you have been nominated as Education Supervisor by a Trainee. For example, Basic Training (Adult Medicine).



**Figure 7**

 **Note:** *You will only see the trainees the action relates to. If the Supervisor wishes to access trainee records with no actions outstanding, they can do this via My Trainees.*

5. Click on the **RACP logo** or Home at the top left corner of the screen to navigate back to the landing page. Refer to **Figure 8**.



**Figure 8**

6. Scroll down on the **landing page** to view the following clickable tiles that may be useful to you. Refer to **Figure 9**.

- **My Trainees' Programs:** Redirects to another page displaying your Trainees' Programs.
- **My Assigned Actions:** This is an alternate navigation option (in addition to the Navigation Bar) that redirects to another page where certain 'to-do' items are shown that require action from you.
- **Online Learning Resources & CLS:** This redirects to the RACP Online Learning website where you can find training resources and access learning courses. where you can find the required and recommended learning courses for your training program. The College Learning Series (CLS) contains online resources for Basic Trainees.
- **Curricula Renewal:** This redirects to information about the Advanced Training Curricula Renewal project.
- **Contact us:** This redirects to a page of contact and feedback options.



The screenshot displays a dashboard with five interactive cards. Each card features a header image, a title, a brief description, and a call-to-action button.

- My Trainees' Programs:** Header image of a man at a laptop. Text: "Click here to view your Trainees". Button: "My Trainees' Programs".
- My Assigned Actions:** Header image of a man on a call. Text: "Click here to view your assigned actions for your programs". Button: "My Assigned Actions".
- Online Learning Resources & CLS:** Header image of a person at a laptop. Text: "Access program handbook and training resources here". Button: "Online Learning Resources & CLS".
- Curricula Renewal:** Header image of a woman at a laptop. Text: "We are renewing the curricula for our 40 training programs to ensure they remain globally respected and trusted." Button: "Curricula Renewal".
- Contact us:** Header image of three people in a call center. Text: "Have a query?". Button: "Contact us".

**Figure 9**



## Section 3: Using Search functionality

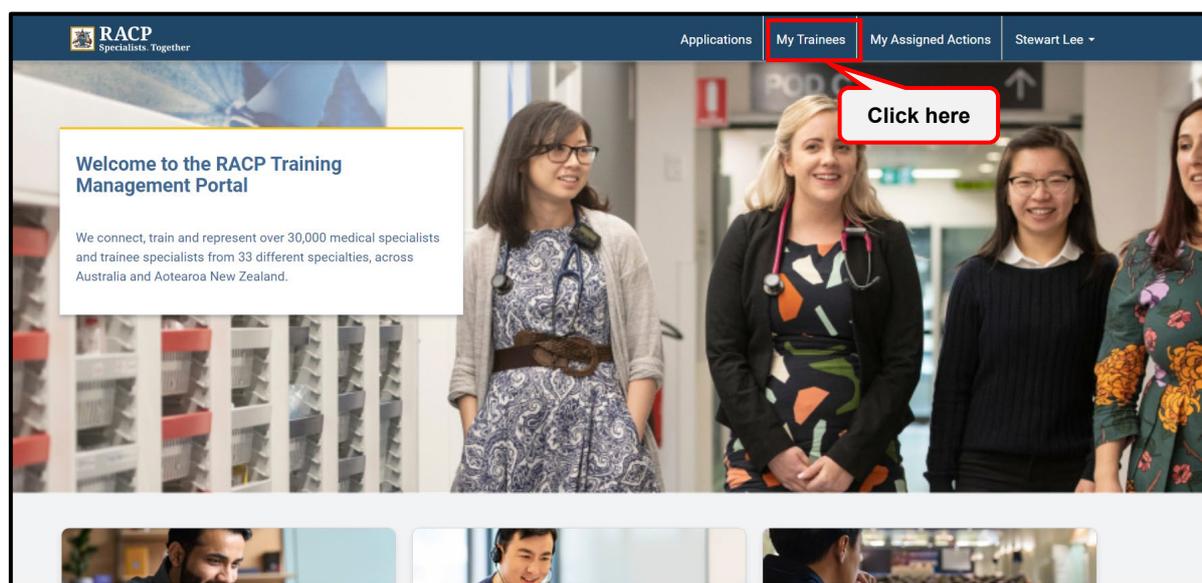
**Context:** Use these instructions as a supervisor to search data on certain pages to find specific information within the Training Management Platform (TMP) Portal. You can use the search function as an alternate method to the navigation menu.

### Navigation overview – trainee records

When you open a trainee record, there will be five tabs across the top of the screen

Tab title	Description
General	Information on the training program that the trainee is enrolled in and their phase of training.
Assessment Requirements	Assessments required as per the training program requirements, these are split via phase and program requirements.
Learning goal requirements	The learning goals that relate to the trainees training program.
Clinical Experience	The details of the trainees time-based requirements including what time has been validated.
Training Plan	The trainees Rotation Plan which details their learning plan for the phase.

1. Navigate to **My Trainees** page. Refer to **Figure 10**.



**Figure 10**

2. Use the **Search box** on the upper-right side of the grid to search by **Trainee** (trainee name) or **Training Program** (for example, Nephrology Refer to **Figure 11**).



**Note:** You can enter a contact's MIN (Person ID) or part of their first name as keywords to get relevant search results. If you only know the last name, add an asterisk (\*) before the surname to get better search results.

If you work across multiple training programs, searching by Training Program you will display a list of all trainees assigned to you in a training program.



Figure 11

3. Click on **Trainee name hyperlink** to open the Training Program. Refer to **Figure 12**.

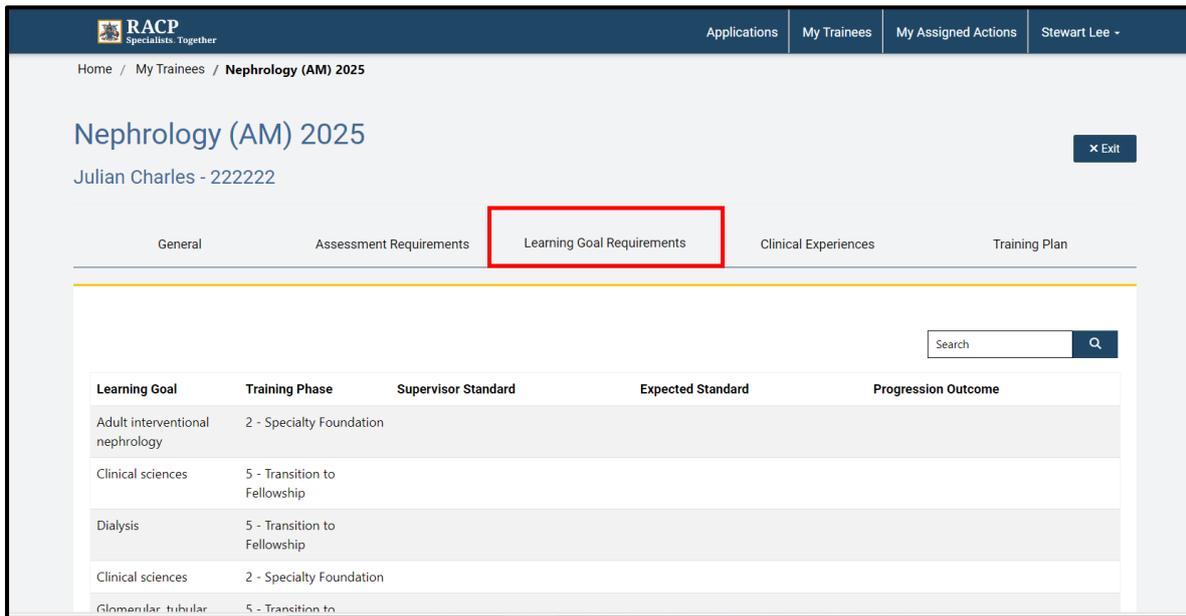


**Note:** When you click 'Training program', you will be able to view all information related to the trainee's profile i.e. what they have submitted, training requirements, progress against these requirements, rotation / training information.

As a Supervisor, you can only view information relating to a specific training program. For example, if the trainee is dual or conjoint training, you will only be able to see information related to the program you are assigned as a supervisor to.

Figure 12

Navigate to **Learning Goal Requirements** tab , search by either the **Learning Goal** or **Training Phase** to view the 'Expected standard' for a Learning Goal by the end of the respective training phase. Refer to **Figure 13**.



Home / My Trainees / Nephrology (AM) 2025

Nephrology (AM) 2025  
Julian Charles - 222222

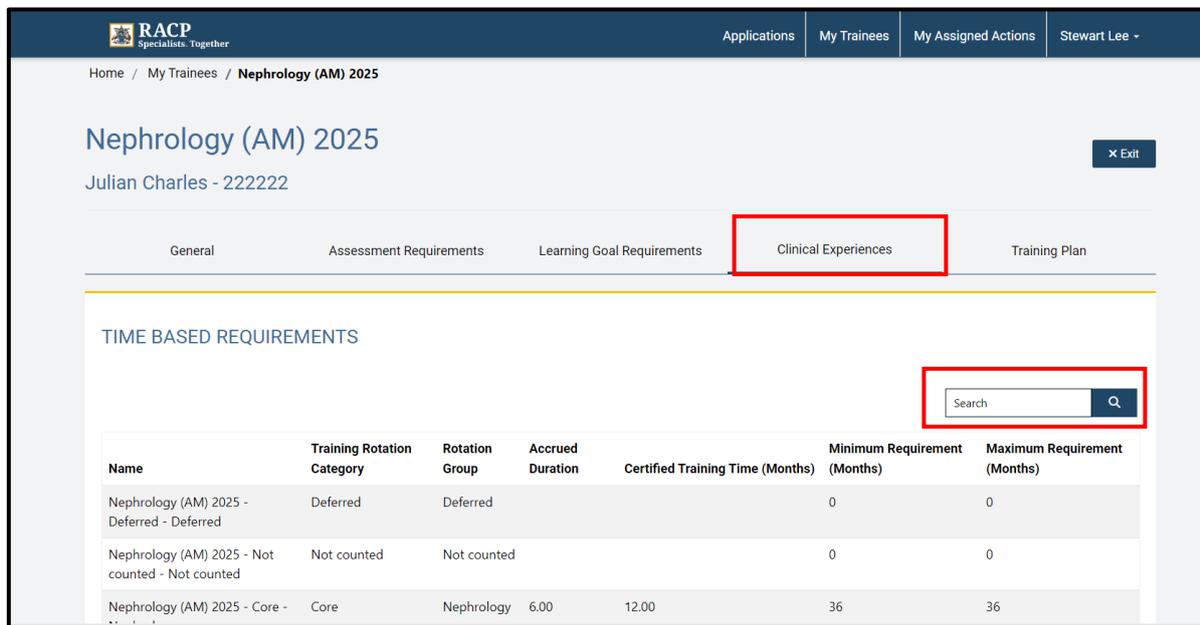
General Assessment Requirements **Learning Goal Requirements** Clinical Experiences Training Plan

Search [Q]

Learning Goal	Training Phase	Supervisor Standard	Expected Standard	Progression Outcome
Adult interventional nephrology	2 - Specialty Foundation			
Clinical sciences	5 - Transition to Fellowship			
Dialysis	5 - Transition to Fellowship			
Clinical sciences	2 - Specialty Foundation			
Glomerular tubular	5 - Transition to			

**Figure 13**

- Click on **Clinical Experiences** tab: search by Name, Training Rotation Category or Rotation Group (refer to the requirements outlined in the relevant training program handbook). Refer to **Figure 14**.



Home / My Trainees / Nephrology (AM) 2025

Nephrology (AM) 2025  
Julian Charles - 222222

General Assessment Requirements Learning Goal Requirements **Clinical Experiences** Training Plan

TIME BASED REQUIREMENTS

Search [Q]

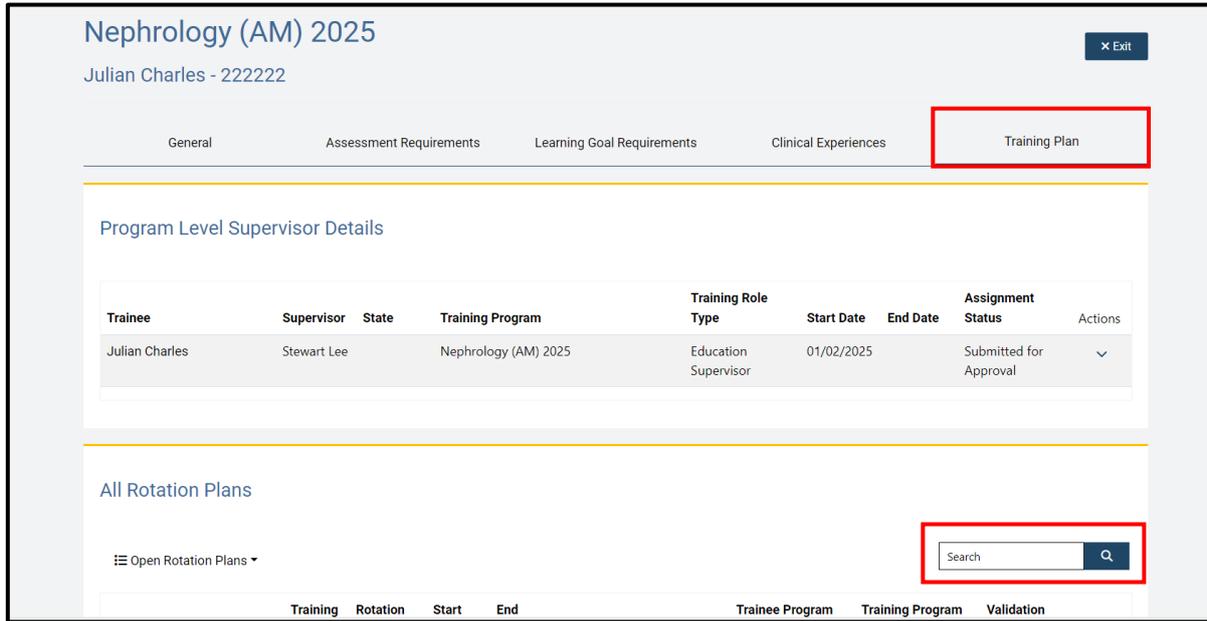
Name	Training Rotation Category	Rotation Group	Accrued Duration	Certified Training Time (Months)	Minimum Requirement (Months)	Maximum Requirement (Months)
Nephrology (AM) 2025 - Deferred - Deferred	Deferred	Deferred			0	0
Nephrology (AM) 2025 - Not counted - Not counted	Not counted	Not counted			0	0
Nephrology (AM) 2025 - Core - Core	Core	Nephrology	6.00	12.00	36	36

**Figure 14**

- Click on **Training Plan** tab and scroll down to the **All Rotation Plans** section. Search by Trainee Name. Refer to **Figure 15**.



**Note:** You can search for your Trainee using their first name. If searching by last name, please add an asterisk at the beginning of the last name as you type in, to get the desired search results.



Nephrology (AM) 2025  
Julian Charles - 222222

General Assessment Requirements Learning Goal Requirements Clinical Experiences **Training Plan**

Program Level Supervisor Details

Trainee	Supervisor	State	Training Program	Training Role Type	Start Date	End Date	Assignment Status	Actions
Julian Charles	Stewart Lee		Nephrology (AM) 2025	Education Supervisor	01/02/2025		Submitted for Approval	▼

All Rotation Plans

Open Rotation Plans ▾

Search

Training Rotation Start End Trainee Program Training Program Validation

**Figure 15**

## Section 4: Footer

**Context:** Use these instructions as a Supervisor to view various hyperlinks that are located within the footer of the TMP portal page. These hyperlinks listed below will redirect you from the TMP Portal and to the respective RACP webpages.

1. As your further scroll down, you will see the blue-colored footer that covers the following hyperlinks that will redirect you from the TMP Portal and to the respective webpages. Refer to **Figure 16**.

- [About us](#)
- [MyRACP](#)
- [MyCPD](#)
- [RACP Benefits](#)
- [Careers at RACP](#)
- [Privacy](#)
- [Accessibility](#)
- [Legal](#)





### Online Learning Resources & CLS

Access program handbook and training resources here

[Online Learning Resources & CLS](#)



### Curricula Renewal

We are renewing the curricula for our 40 training programs to ensure they remain globally respected and trusted.

[Curricula Renewal](#)



### Contact us

Have a query?

[Contact us](#)

[About us](#) [MyRACP](#) [MyCPD](#) [RACP Benefits](#) [Careers at RACP](#)



We acknowledge and pay respect to the Traditional Custodians and Elders – past, present and emerging – of the lands and waters on which RACP members and staff live, learn and work. RACP acknowledges Māori as tangata whenua and Te Tiriti o Waitangi partners in Aotearoa New Zealand.

Figure 16



## Section 5: Summary of Outcomes

The **Supervisor Portal Introduction Guide** is now complete. You now have instructions to:

- Login to the Portal as a Supervisor
- Navigate on the landing page
- Use the Navigation / Menu Bar
- Use the Search functionality
- Navigate and direct to the hyperlinks in the Footer of the TMP Portal