Accessing and completing term assessments in TMS: a guide for supervisors

Logging into the RACGP Training Management System (TMS)

Access the TMS through the RACGP website. Login to 'My Account' at the top right-hand corner of the webpage. Once logged in, select RACGP TMS from the drop-down box.

Watch this short video for instructions on how to access the Training Management System from RACGP login page

[Accessing Training Management System from RACGP login page](#)

Username and password

You may have received a welcome email which provided the instructions to log into the TMS. It would have the subject 'Welcome to the GP Training Management System'.

If you have forgotten your password, please click 'Forgot pass/reset' on the RACGP login page.

If you did not receive or cannot locate the welcome email or cannot retrieve your password, please contact your local training coordinator during business hours, or call RACGP Member Services on 1800 472 247 during business hours to request this information. The TMS team will resend your login details which may take a few business days.

Accessing the term report within TMS

1. Once logged into TMS, click on the Assessments (WBA) tab on the left hand side of the screen.

2. From the expanded list click on Assigned Assessments.

* Note that the term assessment will appear in your items for action also with an indication of when it is due

3. Click on any part of the assigned term assessment to bring up the report

Completing the report

Below is a screenshot of the term report.

Expand each of the six components of the report by clicking on each of the titles.

- Assessment details
- Performance against competency areas
- Global assessment
- Concerns regarding registrar performance
- Feedback
- Supervisor acknowledgement

You can save the report as a draft to exit and return to complete it at a later stage.

You will need to enter a response in every prompt or text box throughout the report for it to be submitted. The below warning will appear if you have not done so and the fields you have missed will also turn red.

Submitting the report

Submit the report by clicking the submit button on the bottom right hand corner of the page.

Once submitted, a notification will be sent to the Registrar's ME to review and approve.

Once this is completed, the report will become visable as completed to both you and the registrar.

The ME will contact you if they have any questions regarding the report.

Additional TMS support

Additional videos and instructions for using the TMS are available on the RACGP website here.