

Supervisor Quick Portal Guide

Welcome to the step-by-step supervisor guide to the FSP portal.

If you have any questions, please don't hesitate to reach out to your regional training coordinator – fsponlinesupport@racgp.org.au

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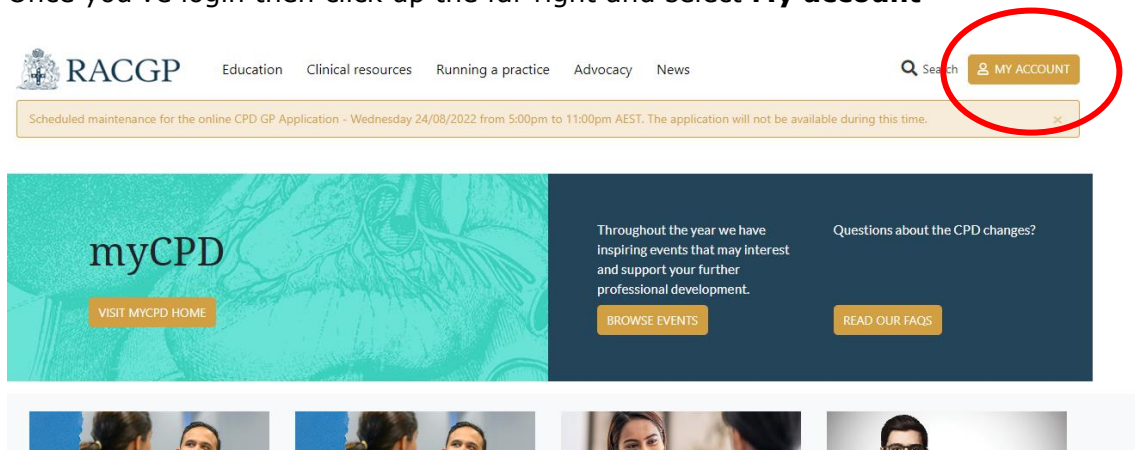
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Logging into your supervisor FSP portal

To log into the FSP Portal please login via the [RACGP website](https://racgp.org.au) (racgp.org.au) using your username and password.



Once you've login then click up the far right and select **My account**



Select FSP Portal

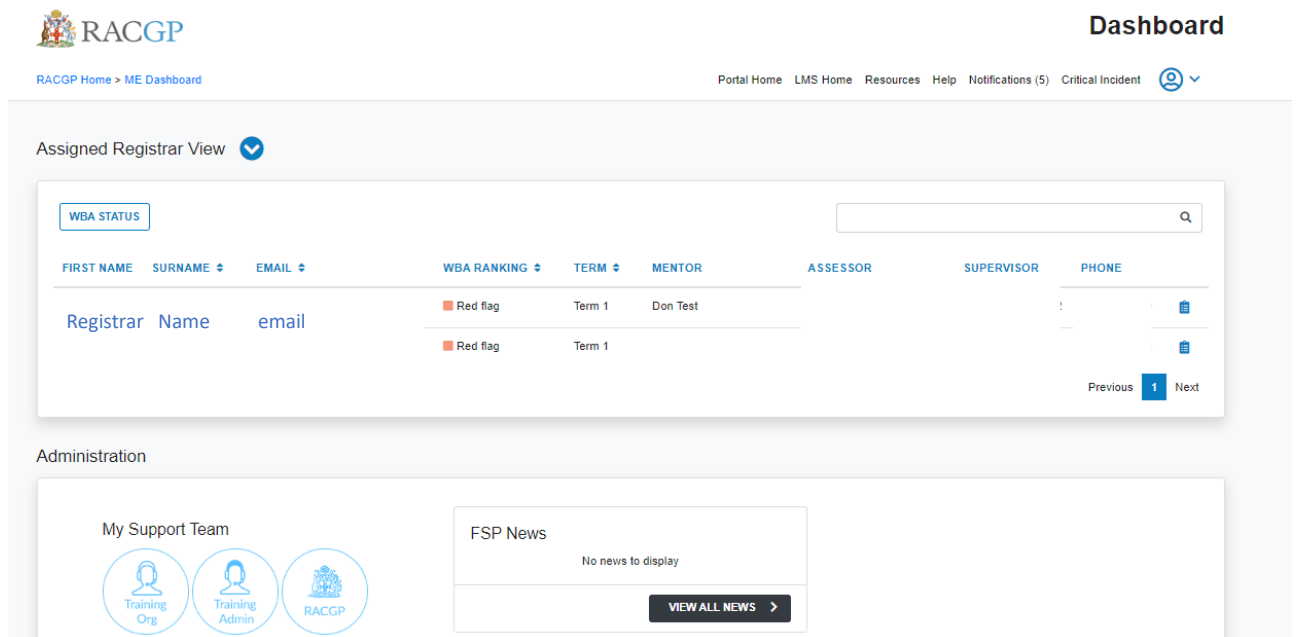
[MY ACCOUNT](#)

Manage account >


- [myCPD >](#)
- [GPE Application >](#)
- [PEP Portal >](#)
- [Member Rewards >](#)
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- [recruitGP >](#)
- [RACGP Shop >](#)
- [FSP Portal >](#)**
- [Member Home](#)
- [Logout](#)


Supervisor Dashboard

This will take you to the main FSP Supervisor dashboard.





RACGP **Dashboard**

[RACGP Home](#) > [ME Dashboard](#) [Portal Home](#) [LMS Home](#) [Resources](#) [Help](#) [Notifications \(5\)](#) [Critical Incident](#) 

Assigned Registrar View 




WBA STATUS

FIRST NAME	SURNAME	EMAIL	WBA RANKING	TERM	MENTOR	ASSESSOR	SUPERVISOR	PHONE
Registrar	Name	email	■ Red flag	Term 1	Don Test			
			■ Red flag	Term 1				

Previous **1** Next

Administration

My Support Team

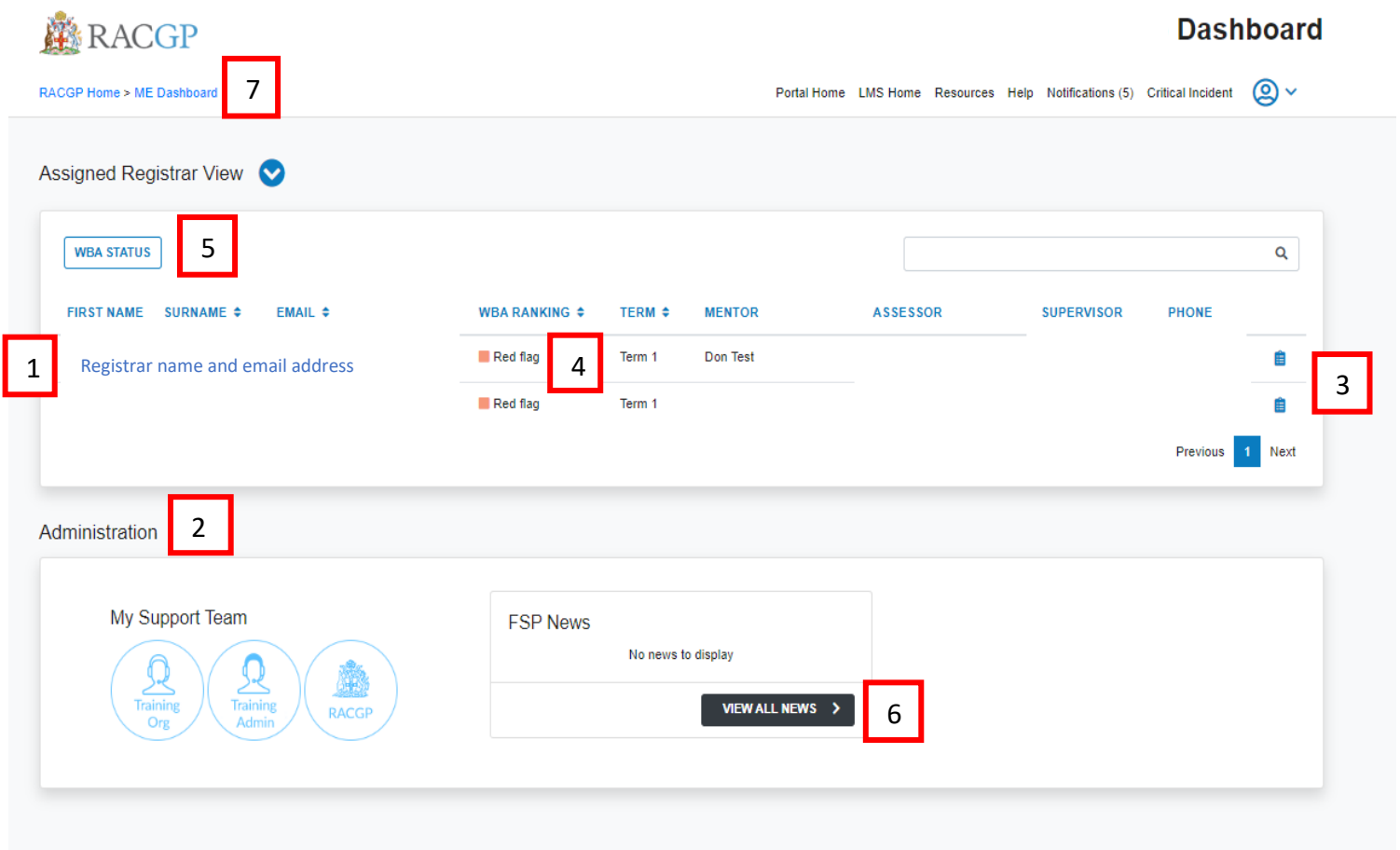
FSP News

No news to display

[VIEW ALL NEWS >](#)


From here you're able to see the following:


1. Your assigned registrar(s) and their contact details and to access their dashboard
2. Your support team – this includes regional training coordinator
3. View registrar assessments
4. The assessment ranking
5. WBA status - Is a summary review of the assessments that your registrar has completed and how they're progressing
6. Portal news – updates/news and important information
7. Breadcrumbs – this is to go back and forth between screens



Dashboard



RACGP Home > ME Dashboard **7**

Portal Home LMS Home Resources Help Notifications (5) Critical Incident 

Assigned Registrar View 

WBA STATUS **5**




1 Registrar name and email address

FIRST NAME	SURNAME	EMAIL	WBA RANKING	TERM	MENTOR	ASSESSOR	SUPERVISOR	PHONE
			Red flag 4	Term 1	Don Test			
			Red flag	Term 1				

Previous **1** Next **3**

Administration **2**

My Support Team

- 
- 
- 

FSP News

No news to display

VIEW ALL NEWS **6**

Marking workplace-based assessments (WBA)



Click on the assessment's logo (3) this will open into the assessments screen.

From here you'll be able to see the following:

1. The various assessments
 - a. Clinical case analysis - submission
 - b. CCA -notes and rating
 - c. Mini CEX
 - d. Registrar logbook
 - e. Registrar Progress
 - f. DOPS assessment (direct observations of procedural skills)
 - g. Progress report
2. Assessments undertaken
3. Totals of how many WBAs the registrar has completed overall

Assessments
Registrar

Term: Term 1 - Jul 22

 × Clinical Case Analysis 0/4
 × Mini-CEX 0/8
 × MSF 0/1
 × Overall 0/12

1
EXPORT LIST
CLINICAL CASE ANALYSIS - SUBMISSION +
CCA - NOTES AND RATING +
MINI-CEX +
REGISTRAR LOGBOOK
REGISTRAR PROGRESS +
DOPS ASSESSMENT +
PROGRESS REPORT

SUBMISSION	ASSESSMENT	STATUS	WBA RANKING	TERM	DATE	ASSESSOR
	Registrar Progress - 05122022 - 5	Finalised	Red flag	Term 1 - Jul 22	05/12/2022	
	Registrar Progress - 05122022 - 3	Finalised	Needs Review	Term 1 - Jul 22	05/12/2022	
	Registrar Progress - 05122022 - 4	Finalised	Needs Review	Term 1 - Jul 22	05/12/2022	
	Registrar Progress - 05122022 - 6	Finalised	Needs Review	Term 1 - Jul 22	05/12/2022	
	DOPS Assessment - 14122022 - 3	Submitted	Needs Review	Term 1 - Jul 22	14/12/2022	
	DOPS Assessment - 14122022 - 2	Finalised	Good to go	Term 1 - Jul 22	14/12/2022	
	CCA - Submission - 02122022 - 1	Draft		Term 1 - Jul 22	05/12/2022	
	DOPS Assessment - 14122022 - 4	Draft		Term 1 - Jul 22	14/12/2022	
	DOPS Assessment - 14122022 - 5	Draft		Term 1 - Jul 22	14/12/2022	
	MSF Reflection - 06122022 - 3	Draft		Term 1 - Jul 22	14/12/2022	

Previous 1 Next

If your Training Org doesn't use the CFEP tool for the Multi Source Feedback (MSF) assessment then please contact your Training Org Coordinator.

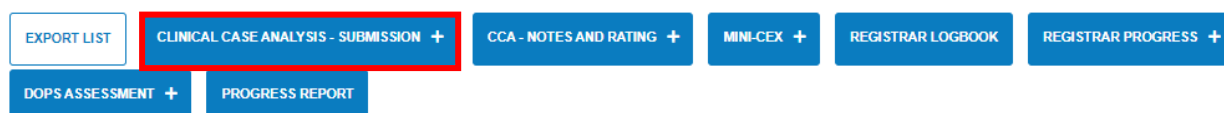
Clinical Case Analysis (CCA)

Clinical case analysis (CCA) is a hybrid assessment format comprising review of clinical notes or case reports and oral questioning. CCA assessment tools include case-based discussions and random case analysis.

The CCA is designed to assess your registrar's clinical reasoning, management and decision-making skills using clinical cases that you've managed. Feedback is generally provided immediately after each session to support learning and reflection.

As the assessor, you will use a structured discussion format for the assessment. Targeted questions will allow the registrar to demonstrate their competency across specified curriculum and syllabus areas. The assessor will explore in detail any issues relating to the case to identify if your registrar has any clinical knowledge gaps. The registrar is expected to participate in four CCA sessions each six months in GPT 1, 2, and 3.

The registrar will initiate a CCA submission by clicking on clinical case analysis – submission+



Assessments - Clinical analysis - Submission section

STATUS: DRAFT

Access Clinical case analysis and performance lists: [CLINICAL CASE ANALYSIS RUBRIC](#)

PARTICIPANT: Test Account

DATE:

PATIENT INFORMATION AGE: Years GENDER: COMPLEXITY:

PATIENT'S PROBLEM:

[Initial presentation](#) [Clinical information gathering](#) [Making a diagnosis](#) [Clinical management](#) [Partnering with the patient](#) [General practice systems](#)

[Outcome](#) [Reflections](#) [References](#) [Expand all](#)

Brief description of the initial presentation [➤](#)

Clinical information gathering and interpretation [➤](#)

Making a diagnosis, decision making and reasoning [➤](#)

CCA Notes and Rating

CCA notes and rating form has multiple sections, they're all mandatory. Please type n/a if not applicable. You won't be able to submit until all sections have been completed.

Assessor Notes & Rating

Access Clinical case analysis rubric: [CLINICAL CASE ANALYSIS RUBRIC](#)

Case analysis type:

RTO ASSESSOR:

PARTICIPANT: Test Signup

DATE: *

PATIENT INFORMATION AGE: Years GENDER: COMPLEXITY:

PATIENT'S PROBLEM: *

[Communication](#) [Information gathering](#) [Making a diagnosis](#) [Therapeutic reasoning](#) [Clinical management](#) [Managing Uncertainty](#)

[Partnering with the patient](#) [Professionalism](#) [General practice systems](#) [Overall competence](#) [Assessor rating - Feedback](#) [Expand all](#)

Communication and consultation skills [➤](#)

Information gathering [➤](#)

Making a diagnosis, decision making and reasoning [➤](#)

Therapeutic reasoning [➤](#)

Clinical management [➤](#)

Acknowledgements

The acknowledgement from both registrar and assessor sections must be ticked and dated prior to all forms being finalised.

Professionalism [▶](#)

General practice systems [▶](#)

Overall competence [▶](#)

Assessor rating - Feedback [▶](#)

Acknowledgement

ASSESSOR ACKNOWLEDGEMENT:

20/04/2021

PARTICIPANT ACKNOWLEDGEMENT:

BACK [◀](#)

Mini-Clinical Evaluation Exercise (Mini-CEX)

A mini-clinical evaluation exercise (mini-CEX) is an assessment that involves the assessor observing the registrar performing a consultation. This style of assessment can either focus on a particular competency area, such as professionalism, or specific clinical skills; it may be managed as a general observation. Once completed you can immediately discuss the consultation with the registrar, providing feedback and ideas for further development, if necessary. The registrar participates in eight mini-CEX exercises for each FSP term, except for the GPT4.

As the assessor, you have the capacity to start a Mini – CEX.

EXPORT LIST

CLINICAL CASE ANALYSIS - SUBMISSION +

CGA - NOTES AND RATING +

MINI-CEX +

REGISTRAR LOGBOOK

REGISTRAR PROGRESS +

DOPS ASSESSMENT +

PROGRESS REPORT

Mini - CEX Rating

All data entry fields are mandatory. Type n/a if not applicable.

Access Mini - CEX rubric: [MINI-CEX RUBRIC](#)

RTO ASSESSOR: _____

PARTICIPANT: _____

DATE: *

PRACTICE SIMULATED CONSULTATION

According to the participant's record, this participant does not have an assessor assigned. Please assign an assessor to the participant in order to enable the initiation of any of the assessments.

PATIENT INFORMATION AGE: * Years GENDER: * COMPLEXITY: * CONSULTATION TYPE: *

PATIENT'S PROBLEM: *

AGREED FOCUS AREA(S) OF THE CLINICAL ENCOUNTER:

Mini-CEX - Rating [▶](#)

Mini-CEX - Feedback [▶](#)

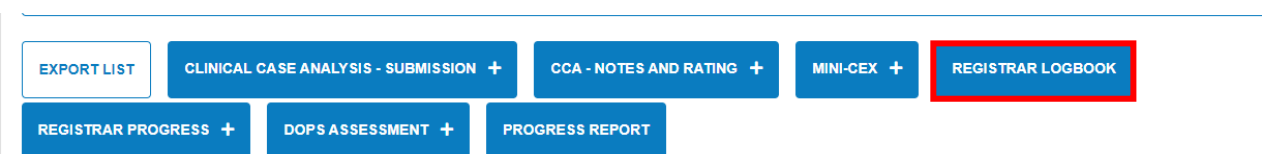
ASSESSOR ACKNOWLEDGEMENT:

PARTICIPANT ACKNOWLEDGEMENT:

[BACK <](#)

Registrar Logbook

The logbook provides an area for the registrar to keep track of skills they've accomplished within the FSP program.



To view the registrar's logbook, select the 'Registrars Logbook' button to open the logbook section.


To navigate around the logbook, use the quick links at the top of the page to navigate quickly to the selected procedure type OR you can scroll down through the page to find your intended procedure type.

[RACGP Home](#) > [FSP Registrar Dashboard](#) > [Logbook](#)

[Portal Home](#)
[LMS Home](#)
[Resources](#)
[Help](#)
[Notifications \(5\)](#)
[Critical Incident](#)


- General
- Cardiovascular
- Respiratory
- Gastrointestinal
- Neurology specific
- Renal/Urology
- Endocrine specific
- Haematology
- Rheumatology
- Ear
- Nose
- Eye
- Oral / dental
- Women's health
- Pregnancy
- Paediatric
- Men's Health
- Musculoskeletal and sports
- Dermatology
- Local anaesthetic procedures
- Trauma
- Minimum emergency resuscitation skills


COLLAPSE ALL 

General 

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ESSENTIAL SKILLS	RATING	DATE	GENDER	AGE	OUTCOME/NOTES
Venepuncture					
Urinalysis					
Collection of swabs for pathology including post-nasal swab					
Fungal scraping and specimen collection					
Collection of faecal, urine and sputum specimens					
Injections - IM, IV, S/C, intra-articular					
Sharps disposal					
Hand washing	Confident (no supervision required)	02/12/2022	Female	5 Months	Was able to wash han...
Sterile technique					
Wound and other dressings					

Cardiovascular 

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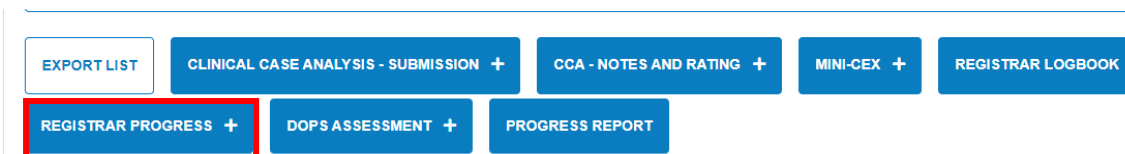
Registrar Progress

Providing feedback to the registrar is central to the work of a supervisor. It's a complex skill that takes time to develop and master and is impacted by the relationship between supervisor and registrar. An effective supervisor–registrar relationship that is conducive to feedback is one that operates as an alliance, where the registrar perceives the supervisor to be acting in the registrar's best interest.

It's important that feedback is provided frequently and not just when completing assessments. Feedback conversations can occur any time a registrar's performance is observed. For example, after a problem case discussion, consultation observation, ad hoc supervisory encounter, or random case analysis.

It's generally best to obtain the registrar's own assessment of their performance first and uncover the issues they had with their performance before you give them feedback. Ensure your feedback is specific and about behaviour.

It can take time to establish a feedback culture. Doctors are known to invest considerable effort in 'saving face' (avoiding others losing respect for them) and being seen as credible by colleagues. A registrar may be reluctant to expose their weaknesses, particularly if they see their supervisor as overly judgemental. One way to overcome this is for you to demonstrate a willingness to be vulnerable by seeking feedback when you are unsure about your own clinical practice.



Like the other assessment forms please ensure all sections are completed. If you have no comment in a section, please type N/A.

Registrar progress form

REGISTRAR:

DATE: *

ROLE TO REGISTRAR: *






REPORT TIMING: *

INFORMATION USED TO INFORM THIS REPORT IS FROM *

Direct observation	<input type="checkbox"/>	Multi-source feedback	<input type="checkbox"/>
Mini-CEX	<input type="checkbox"/>	Clinical audit	<input type="checkbox"/>
Case-based discussions	<input type="checkbox"/>	Practice staff feedback	<input type="checkbox"/>
Random case analysis	<input type="checkbox"/>	Discussion of reports (ReCEnT, ECTVs)	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="text"/>	

Performance across competency areas

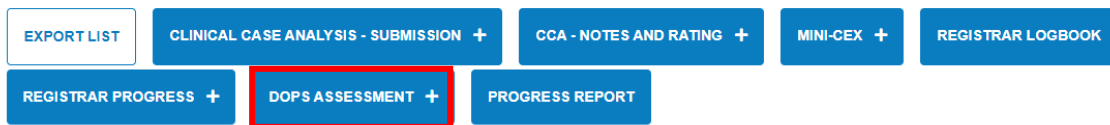
 Please use this section to grade the registrar's performance against the competency areas listed on the rating grid below. Refer to the competency criteria as needed when completing your ratings.

COMPETENCY AREA *	WELL BELOW FELLOWSHIP STANDARD	PROGRESSING TOWARD FELLOWSHIP STANDARD		AT FELLOWSHIP STANDARD	NOT OBSERVED / INSUFFICIENT EVIDENCE TO ASSESS	COMMENTS
						
Communication skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Consultation skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Clinical information gathering and interpretation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Making a diagnosis, decision making and reasoning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>



Direct observation of procedural skills (DOPS)

There will be times that you will do an observation on your registrars' procedural skills. Like the other assessment forms please ensure all sections are completed. If you have no comment in a section, please use N/A.



Clinical assessment rating form - Direct observation of procedural skills

RACGP Home > FSP Registrar Dashboard > Assessment Dashboard > DOPS Assessment

Portal Home LMS Home Resources Help Notifications (5) Critical Incident

Direct observation of procedural skills

All data entry fields are mandatory. Type n/a if not applicable.

Please note this form will be shared with the registrar at the time of submission for their acknowledgement. If there is any further information you wish to remain confidential, please submit a separate progress form and tick the confidentiality box.

INITIATOR: _____

REGISTRAR: _____

DATE: *

TRAINING LOCATION DETAILS: *

Direct observation of procedural skills 1

Direct observation of procedural skills 2

Direct observation of procedural skills 3

Global assessment

i Global assessment is rated at the end of the clinical assessment. This represents your overall impression across all direct observation of procedural skills performed. Competent overall performance includes technical skills in performing the procedures, preparation and planning, informed consent, prevention and management of complications, and post-procedure management.

Based on these assessments it reflects the doctor's readiness for competent, unsupervised practice in Australia for this curriculum unit.

GLOBAL ASSESSMENT OF COMPETENCE *

The candidate has not met performance expectations and there are significant concerns (see comments) Further information and assessment are required before deciding that the candidate has met the performance expectations (see comments) The candidate has met or exceeded performance expectations

CANDIDATE STRENGTHS *

AREAS FOR IMPROVEMENT *

COMMENTS *

Progress report / WBA Status

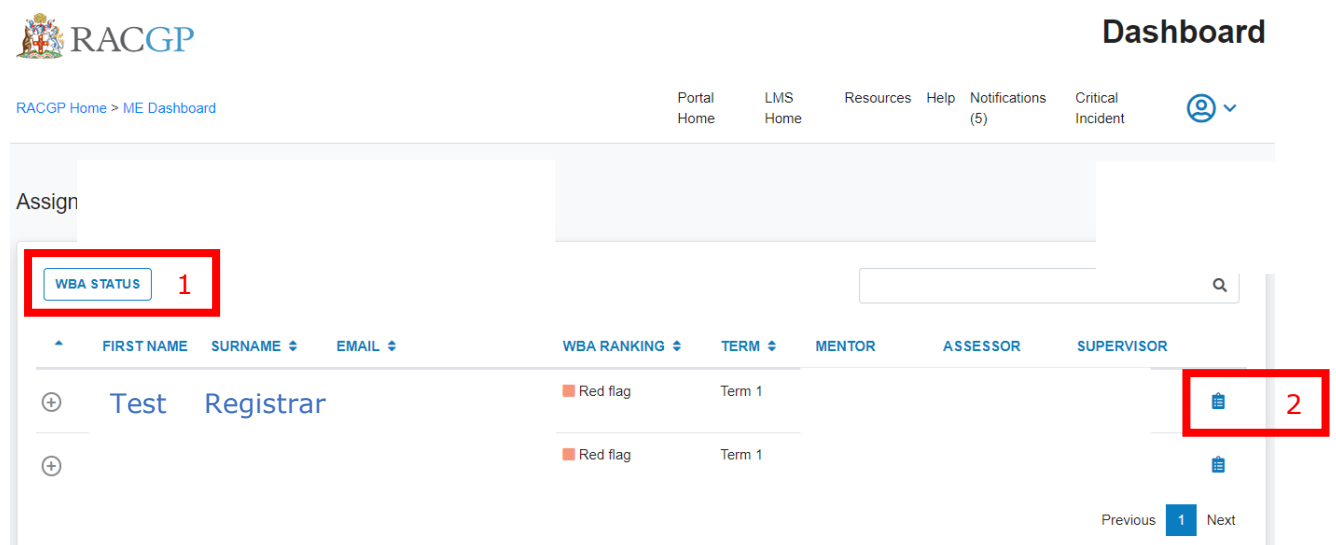
Progress Report is a summary of the registrar’s performance and number of assessments undertaken. The progress report provides a break down of the following:

- program requirement
- at the standard expected
- progressing towards the standard expected
- significant margin for improvement

The progress reports can be found in two areas of the portal

- 1) Your main dashboard under WBA status
- 2) In your assessments screen - progress reports

Your dashboard view



The screenshot shows the RACGP Dashboard. At the top right, the word "Dashboard" is displayed. Below the RACGP logo, there is a breadcrumb trail: "RACGP Home > ME Dashboard". On the right side of the dashboard, there are navigation links: "Portal Home", "LMS Home", "Resources", "Help", "Notifications (5)", and "Critical Incident". A user profile icon is also visible.

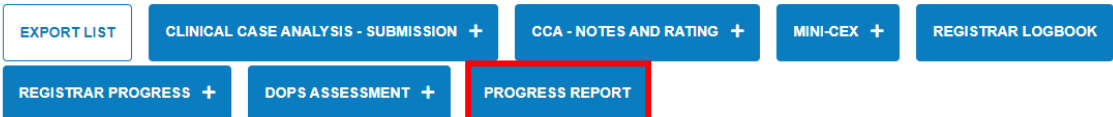
The main content area is titled "Assign". It features a "WBA STATUS" filter set to "1" (highlighted with a red box). Below this is a table of assessments:

FIRST NAME	SURNAME	EMAIL	WBA RANKING	TERM	MENTOR	ASSESSOR	SUPERVISOR
+	Test	Registrar	Red flag	Term 1			
+			Red flag	Term 1			

At the bottom right of the table, there are navigation controls: "Previous", "1" (highlighted with a blue box), and "Next". A red box highlights a clipboard icon and the number "2" next to the first row of the table.

In your assessments screen

If you only want to see one registrar's progress, click on the registrar's name in blue (see above in diagram example)



Progress report - Supervisor/Assessor/Mentor registrar detail view

[EXPORT WBA SUMMARY DATA](#)

All Terms ▼

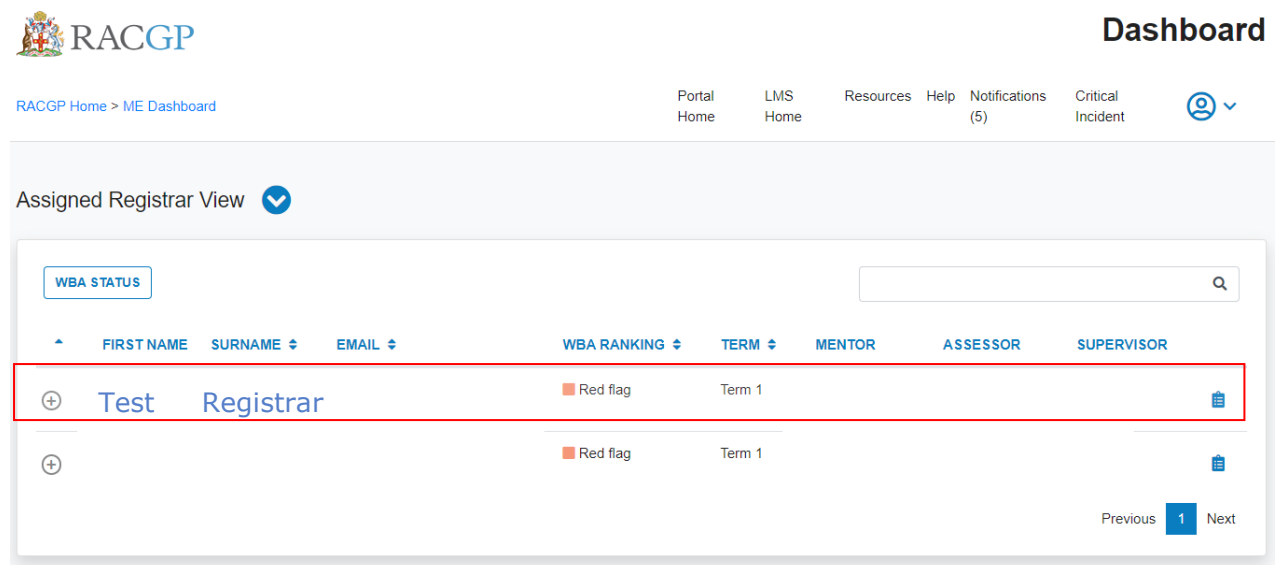
CLINICAL CASE ANALYSIS	MINI-CEX	DOPS	MSF REFLECTION	REGISTRAR PROGRESS	MSF	TOTAL
0	0	1	0	4	0	5

REGISTRAR:

ASSESSMENT TYPE	PROGRAM REQUIREMENT	■ SIGNIFICANT MARGIN FOR IMPROVEMENT	■ PROGRESSING TOWARDS THE STANDARD EXPECTED	■ AT THE STANDARD EXPECTED	■ NOT STARTED	TOTAL
Clinical Case Analysis	4	0	0	0	0	0
Mini-CEX	8	0	0	0	0	0
Registrar Progress	0	1	3	0	0	4
DOPS	0	0	0	1	0	1
Total	12	1	3	1	0	5

Accessing your registrar dashboard

There will be times that you will/may want to view your registrar's dashboard. To do this you need to click on the line of the registrar's name and this will take you directly to the registrars dashboard.

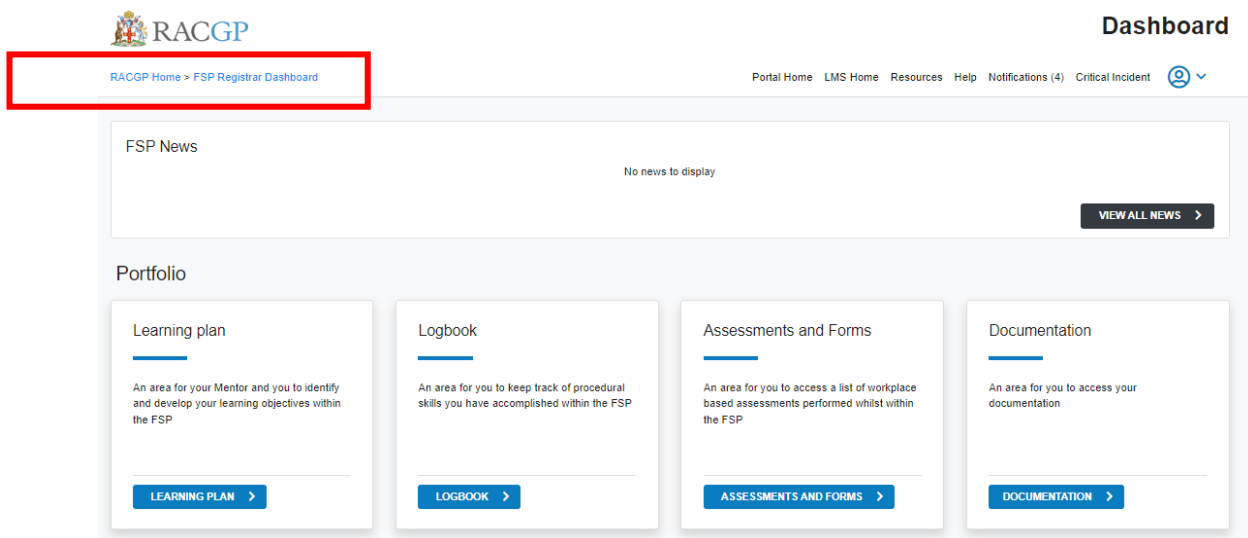


The screenshot shows the RACGP Dashboard with the 'Assigned Registrar View' section. The breadcrumb trail is 'RACGP Home > ME Dashboard'. The main content area displays a table of assigned registrars. The first row is highlighted with a red border and contains the following information:

WBA STATUS	FIRST NAME	SURNAME	EMAIL	WBA RANKING	TERM	MENTOR	ASSESSOR	SUPERVISOR
	Test	Registrar		Red flag	Term 1			
				Red flag	Term 1			

Navigation links include 'Portal Home', 'LMS Home', 'Resources', 'Help', 'Notifications (5)', and 'Critical Incident'. A user profile icon is visible in the top right corner.

You can see when your in the registrar view from the breadcrumbs.



The screenshot shows the RACGP Dashboard with the 'FSP Registrar Dashboard' section. The breadcrumb trail is 'RACGP Home > FSP Registrar Dashboard', which is highlighted with a red box. The main content area is divided into several sections:

- FSP News:** No news to display. A 'VIEW ALL NEWS' button is present.
- Portfolio:** Contains four cards:
 - Learning plan:** An area for your Mentor and you to identify and develop your learning objectives within the FSP. Button: LEARNING PLAN >
 - Logbook:** An area for you to keep track of procedural skills you have accomplished within the FSP. Button: LOGBOOK >
 - Assessments and Forms:** An area for you to access a list of workplace based assessments performed whilst within the FSP. Button: ASSESSMENTS AND FORMS >
 - Documentation:** An area for you to access your documentation. Button: DOCUMENTATION >

Navigation links include 'Portal Home', 'LMS Home', 'Resources', 'Help', 'Notifications (4)', and 'Critical Incident'. A user profile icon is visible in the top right corner.

The dashboard has the below 4 sections see as follows:

- **Learning Plan**
- **Logbook**
- **Assessments and Forms**
- **Documentation**

Learning plan

An area for you and assessor to identify and develop your learning objectives within the FSP

RACGP Home > FSP Registrar Dashboard > Learning Plan Portal Home LMS Home Resources Help Notifications (4) Critical Incident

Learning plan

Term 1 ▼

Focus Area	
LEARNING AREA:	dsfds
ACTIONS:	dsfds
TIMELINE:	sdfdsf
REFLECTIONS:	sdf
PROGRESS:	dsfs

[ADD FOCUS AREA +](#)

Term 2 ▶

Logbook

An area for your registrar to keep track of procedural skills they've have accomplished within the FSP

RACGP Home > FSP Registrar Dashboard > Logbook Portal Home LMS Home Resources Help Notifications (4) Critical Incident

[General](#)
[Cardiovascular](#)
[Respiratory](#)
[Gastrointestinal](#)
[Neurology specific](#)
[Renal/Urology](#)
[Endocrine specific](#)
[Haematology](#)
[Rheumatology](#)

[Ear](#)
[Nose](#)
[Eye](#)
[Oral / dental](#)
[Women's health](#)
[Pregnancy](#)
[Paediatric](#)
[Men's Health](#)
[Musculoskeletal and sports](#)
[Dermatology](#)

[Local anaesthetic procedures](#)
[Trauma](#)
[Minimum emergency resuscitation skills](#)

[COLLAPSE ALL](#)

General ▼ [BACK TO TOP](#)

+	ESSENTIAL SKILLS	RATING	DATE	GENDER	AGE	OUTCOME/NOTES
✎	Venepuncture					
✎	Urinalysis					
✎	Collection of swabs for pathology including post-nasal swab					
✎	Fungal screening and specimen collection					

Assessments and Forms

This is a section of assessments performed whilst on the FSP.

Assessments Registrar:

Term: Term 1 - Jul 22
x Clinical Case Analysis 0/4
x Mini-CEX 0/8
x MSF 0/1
x Overall 0/12

[CLINICAL CASE ANALYSIS - SUBMISSION +](#)
[MULTI-SOURCE FEEDBACK \(MSF\)*](#)
[REGISTRAR LOGBOOK](#)
[UPLOAD MSF](#)
[MSF REFLECTION +](#)


SUBMISSION	ASSESSMENT	STATUS	WBA RANKING	TERM	DATE	ASSESSOR
	Registrar Progress - 21122022 - 7	Finalised	Red flag	Term 1 - Jul 22	21/12/2022	
	CCA - Notes/Rating - 05122022 - 3	Rated	Needs Review	Term 1 - Jul 22	05/12/2022	
	Registrar Progress - 05122022 - 2	Finalised	Good to go	Term 1 - Jul 22	05/12/2022	
CCA - Submission - 02122022 - 2		Assessing		Term 1 - Jul 22	05/12/2022	
	MSF Reflection - 12122022 - 2	Draft		Term 1 - Jul 22	14/12/2022	
	MSF Reflection - 09122022 - 4	Submitted		Term 1 - Jul 22	14/12/2022	

Previous 1 Next

If your Training Org doesn't use the CFEP tool for the Multi Source Feedback (MSF) assessment then please contact your Training Org Coordinator.

Documentation

An area for your registrar to access their documentation such as program agreements.



FSP Registrar Documentation

RACGP Home > FSP Registrar Dashboard > Documentation Portal Home LMS Home Resources Help Notifications (4) Critical Incident

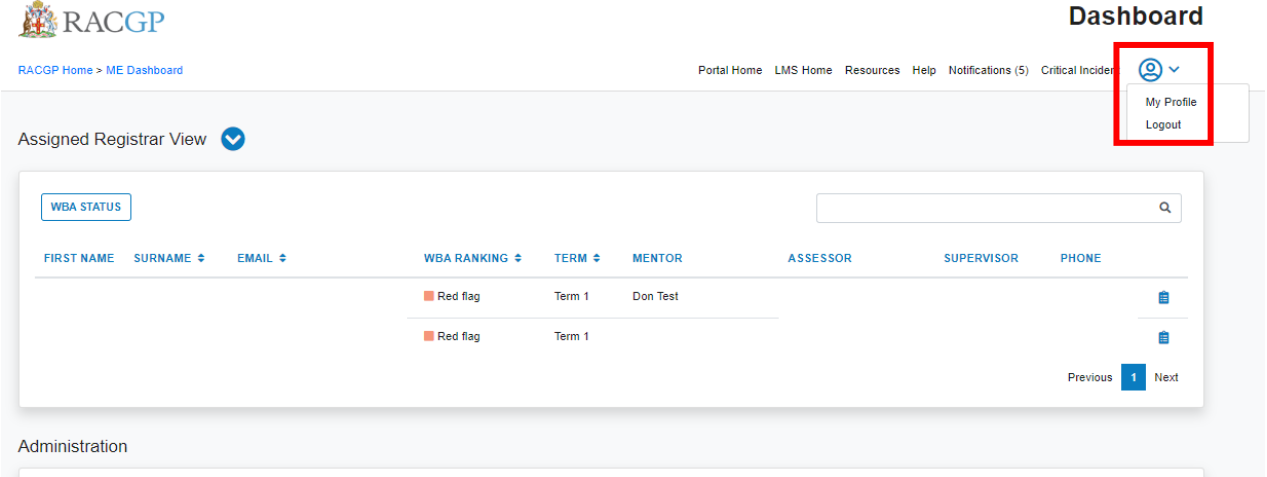
Documentation Registrar:

[UPLOAD](#)

FILE NAME	DATE	UPLOADED BY
-----------	------	-------------

Updating your supervisor profile

On your home dashboard, click on the profile button.



The screenshot shows the RACGP dashboard interface. At the top right, the word "Dashboard" is displayed. Below it, a user profile icon is highlighted with a red box, and a dropdown menu is visible with the options "My Profile" and "Logout". The main content area is titled "Assigned Registrar View" and contains a table with columns for "FIRST NAME", "SURNAME", "EMAIL", "WBA RANKING", "TERM", "MENTOR", "ASSESSOR", "SUPERVISOR", and "PHONE". The table lists two entries, both with a "Red flag" in the "WBA RANKING" column and "Term 1" in the "TERM" column. The first entry also has "Don Test" in the "MENTOR" column. At the bottom of the table, there are "Previous" and "Next" navigation buttons.

This will open into your personal RACGP details. If you would like to update your information, please click on **update details**, this will open into an email to FSPadmin@racgp.org.au and please email us your changes.