

Fellowship Support Program

Supervisor portal guide



Fellowship Support Program Supervisor portal guide

Disclaimer

The information set out in this publication is current at the date of first publication and is intended for use as a guide of a general nature only and may or may not be relevant to particular patients or circumstances. Nor is this publication exhaustive of the subject matter. Persons implementing any recommendations contained in this publication must exercise their own independent skill or judgement or seek appropriate professional advice relevant to their own particular circumstances when so doing. Compliance with any recommendations cannot of itself guarantee discharge of the duty of care owed to patients and others coming into contact with the health professional and the premises from which the health professional operates.

Whilst the text is directed to health professionals possessing appropriate qualifications and skills in ascertaining and discharging their professional (including legal) duties, it is not to be regarded as clinical advice and, in particular, is no substitute for a full examination and consideration of medical history in reaching a diagnosis and treatment based on accepted clinical practices.

Accordingly, The Royal Australian College of General Practitioners Ltd (RACGP) and its employees and agents shall have no liability (including without limitation liability by reason of negligence) to any users of the information contained in this publication for any loss or damage (consequential or otherwise), cost or expense incurred or arising by reason of any person using or relying on the information contained in this publication and whether caused by reason of any error, negligent act, omission or misrepresentation in the information.

Recommended citation

The Royal Australian College of General Practitioners. Fellowship Support Program Supervisor portal guide. East Melbourne, Vic: RACGP, 2024.

The Royal Australian College of General Practitioners Ltd
100 Wellington Parade
East Melbourne, Victoria 3002
Wurundjeri Country
Tel 03 8699 0414
Fax 03 8699 0400
www.racgp.org.au
ABN: 34 000 223 807

Published 2024

© The Royal Australian College of General Practitioners 2024

This resource is provided under licence by the RACGP. Full terms are available at www.racgp.org.au/usage/licence. In summary, you must not edit or adapt it or use it for any commercial purposes. You must acknowledge the RACGP as the owner.

We acknowledge the Traditional Custodians of the lands and seas on which we work and live, and pay our respects to Elders, past, present and future.

Contents

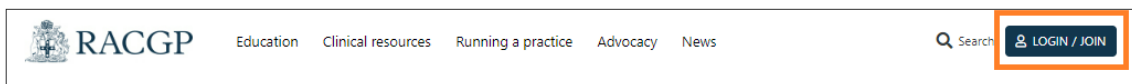
ii	Welcome to the Fellowship Support Program (FSP) supervisor portal guide.
iii	Portal dashboard
iv	Breadcrumbs
v	Workplace-based assessment status report
vi	Learning plan
vii	Logbook
vii	Assessments and Forms
viii	Documentation
ix	Workplace-based assessment ranking
x	Registrar assessments
x	How to complete your registrar's assessments
xiii	Other quick access tools in your registrar's assessments dashboard
xiv	Your support team
xv	We're here to help

Welcome to the Fellowship Support Program (FSP) supervisor portal guide.

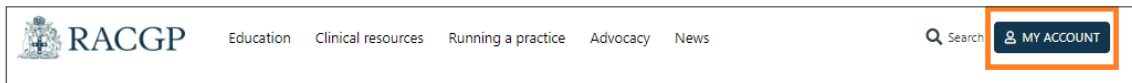
Find descriptions, step-by-step instructions and screenshots to help you navigate the FSP portal.

Logging in to the FSP portal

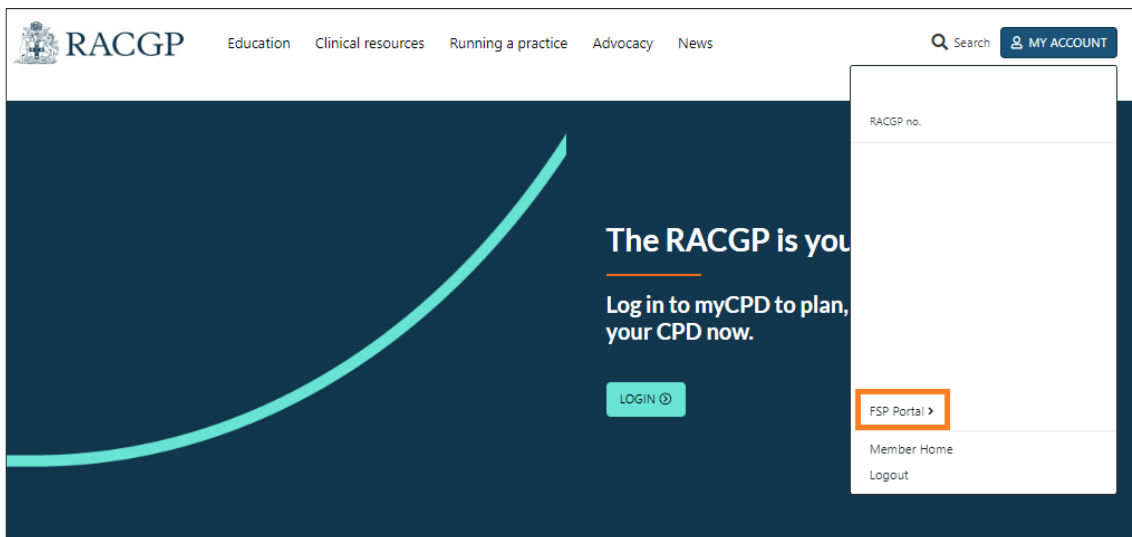
Log in to the FSP portal via the [RACGP website](http://www.racgp.org.au/) (www.racgp.org.au/) with your RACGP username and password.



Once logged in, click **MY ACCOUNT**.



Select **FSP Portal**.



Portal dashboard

Select **FSP Portal** from the **MY ACCOUNT** dropdown list. This will take you to the supervisor portal dashboard.

From here you will be able to see the following:

1. Breadcrumbs – a navigation tool to access previous pages.
2. Quick access buttons.
3. Workplace-based assessment (WBA) status report.
4. Your assigned registrar(s) contact details and access to their dashboard.
5. Workplace-based assessment ranking.
6. Clipboard – quick access to registrar assessments and how to complete registrar assessments
 - a. How to complete registrar assessments.
7. Your support team.
8. Portal news.

The screenshot shows the RACGP Supervisor Portal Dashboard. At the top left is the RACGP logo. To its right is the breadcrumb trail: "RACGP Home > ME Dashboard" (1). Further right is a navigation bar (2) containing links: "Portal Home", "LMS Home", "Resources", "Help", "Notifications", "Critical Incident", and a user profile icon. Below this is the "Assigned Registrar View" section (4) with a dropdown arrow. It contains a "WBA STATUS" filter (3) and a search bar. Below these is a table with columns: "FIRST NAME", "SURNAME", "EMAIL", "WBA RANKING", "TERM", "MENTOR", "ASSESSOR", "SUPERVISOR", and "PHONE". The table lists two registrars, both with a "Red flag" ranking (5). To the right of the table is a clipboard icon (6). Below the table are "Previous" and "Next" navigation links. The "Administration" section (7) contains "My Support Team" with icons for "Training Org", "Training Admin", and "RACGP". To the right is the "FSP News" section (8) which displays "No news to display" and a "VIEW ALL NEWS" button.

Breadcrumbs

Breadcrumbs appear horizontally across the top left of the portal. They provide links back to the pages you have navigated through, such as the dashboard and the RACGP home page.

[RACGP Home](#) > [ME Dashboard](#)

Quick access buttons

Portal home

LMS Home

RACGP's learning management system (LMS), known as gplearning.

Resources

FSP resources page.

Help

Pop-up email address for fsponlinesupport@racgp.org.au

Notifications

System notifications to inform you of status changes to your assessment submissions.

Critical Incident

Information on adverse events and critical incident reporting.



My Profile

Change in circumstances request

Logout

My Profile will return you to the RACGP homepage login.

Change in circumstances request links to the form you need to fill in if there are; changes to the registrar you're supervising or your medical registration.

There is another dropdown option for requesting leave.

Logout signs you out of the dashboard.

Workplace-based assessment status report

WBA STATUS

This button allows system administrators to download a report on WBA submissions. Although the button is visible, supervisors are unable to use this feature.

This button will take you to the login page. Please disregard.

Assigned registrar

Your portal dashboard will display your FSP registrar(s) personal details, and assessment details.

To view your registrar's dashboard, click on their name.

RACGP Home > ME Dashboard

Portal Home LMS Home Resources Help Notifications Critical Incident

Assigned Registrar View

WBA STATUS

FIRST NAME	SURNAME	EMAIL	WBA RANKING	TERM	MENTOR	ASSESSOR	PHONE
First name	Surname	test@test.org.au	Not yet rated	Term 3			

Previous 1 Next

You can see when you're in the registrar view from the breadcrumbs.

RACGP Home > FSP Registrar Dashboard

The registrar dashboard has an FSP News banner and four portfolio tiles:

- Learning plan
- Logbook
- Assessments and Forms
- Documentation

Portfolio

Learning plan

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

[LEARNING PLAN >](#)

Logbook

An area for you to keep track of procedural skills you have accomplished within the FSP

[LOGBOOK >](#)

Assessments and Forms

An area for you to access a list of workplace based assessments performed whilst within the FSP

[ASSESSMENTS AND FORMS >](#)

Documentation

An area for you to access your documentation

[DOCUMENTATION >](#)

Learning plan

Your registrar can use this tool to record their learning needs and how they plan to address them. It isn't mandatory.


Click on **LEARNING PLAN** to open and read your registrar's goals. You cannot edit any of the entries.

Learning plan

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

[LEARNING PLAN >](#)

Learning plan

Term 1 

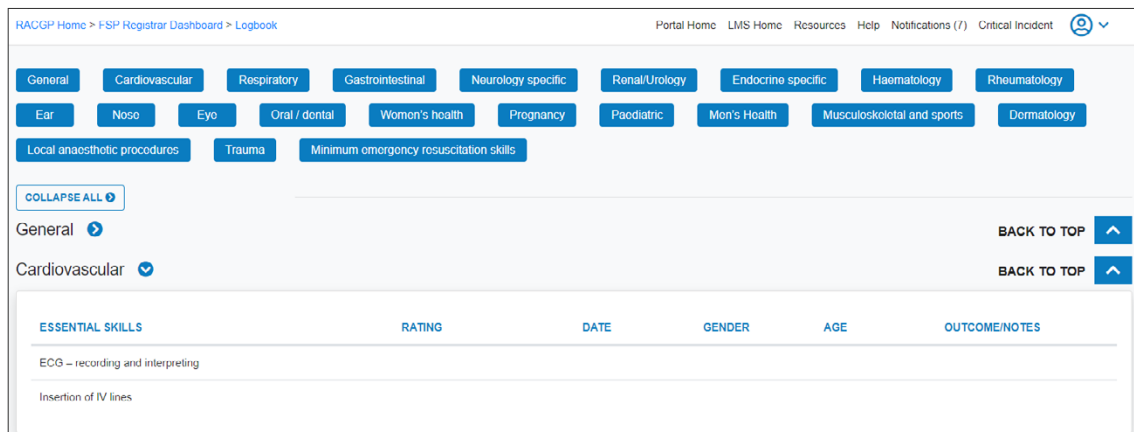
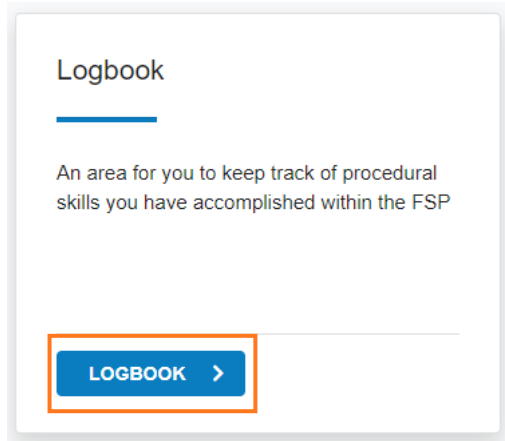
Focus Area

LEARNING AREA:	Test
ACTIONS:	Test
TIMELINE:	Test
REFLECTIONS:	Test
PROGRESS:	Test

Logbook

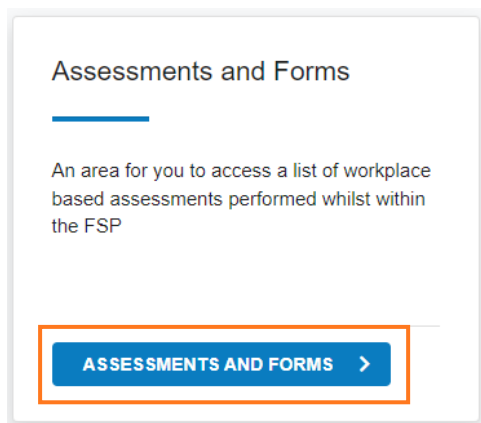
Your registrar will use the logbook to keep track of completed procedural within the FSP. It's not mandatory.

View your registrar's logbook by clicking **LOGBOOK**. You cannot edit any of the entries.



Assessments and Forms

You can view your registrar's assessment's by clicking **ASSESSMENTS AND FORMS**.



In this section you'll be able to:

- Select your registrar's term (default is the "Select term")
- Access shortcut buttons to various assessments
- View a list of your registrar's assessments that are completed or pending.

Assessments

Term: --Select Term--

EXPORT LIST CBD/RCA SUBMISSION + CBD/RCA -- NOTES AND RATING + MINI-CEX + REGISTRAR LOGBOOK REGISTRAR PROGRESS + DOPS ASSESSMENT +

PROGRESS REPORT

SUBMISSION	ASSESSMENT	STATUS	WBA RANKING	TERM	DATE	ASSESSOR
CCA - Submission - 04092024 - 6116		Submitted		All Terms	05/09/2024	
CCA - Submission - 12092024 - 6180		Submitted		All Terms	12/09/2024	
	MSF-CFEP - 10062024 - 249	Uploaded			10/06/2024	
	MSF Reflection - 11092024 - 235	Finalised		All Terms	11/09/2024	

Previous **1** Next

Once you select a term from the dropdown menu, you will see your registrar's overall total of assessments completed:

Assessments

Term: All Terms

MSF **1/1**

CBD/RCA **1/8** Mini-CEX **1/24** Total **2/32**

See pages x–xiii for more information how to create or modify a registrar assessment.

Documentation

This is an area for your registrar to store and access program documentation, such as the early assessment for safety and learning (EASL) pack you complete together.

Documentation

An area for you to access your documentation

DOCUMENTATION >

RACGP Home > FSP Registrar Dashboard > Documentation

Documentation

UPLOAD

FILE NAME	DATE	UPL
No data available in table		

You can also upload documentation to share with your registrar. Click the **UPLOAD** button to drag and drop the relevant file(s).

Workplace-based assessment ranking

WBA RANKING ↕	
■	Not yet rated

The WBA ranking column, is determined by averaging all finalised global assessments and competence ratings.

Global assessment of competence ratings are as follows:

- Significant margin for improvement
- Progressing
- At expected standard
- Not rated

There may be instances where a WBA ranking does not appear for your registrar. As your registrar begins to finalise more assessments, a ranking will appear.

Registrar assessments

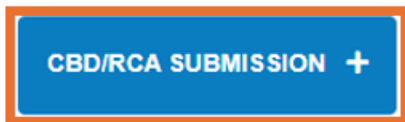
You can also access your registrar's assessments by clicking on Assessment and Forms, click the clipboard icon on the right of their name on your portal.



How to complete your registrar's assessments

Case-based discussion / random case analysis

The registrar will initiate a case-based discussion and/or random case analysis submission by clicking the **CBD/RCA – SUBMISSION +** button.



Once your registrar has submitted their case, you will be able to review the submission. Click on the blue link in the list of assessments under the column SUBMISSION.

SUBMISSION	ASSESSMENT	STATUS	WBA RANKING	TERM	DATE	ASSESSOR
CCA - Submission - 12092024 - 6180		Submitted		All Terms	12/09/2024	Frederick Test Banting

Once you're in the CBD/RCA, select: Initiate Clinical Case Analysis – Notes & Rating to mark the form:

Assessments - Clinical analysis - Submission section

STATUS: SUBMITTED

Access Clinical case analysis and performance lists:

CLINICAL CASE ANALYSIS RUBRIC

INITIATE CLINICAL CASE ANALYSIS - NOTES & RATING

The rating form has multiple mandatory sections. Please type 'NA' if not applicable. You won't be able to submit until all sections have been completed.

Note: your rating in the Global Assessment of competence section will be the overall grade shown on the portal.

Global Assessment of competence ** Please make sure to mark the Global Assessment of Competence section appropriately. DO NOT select the option of "Not Rated"



You and your registrar must both complete the acknowledgement section; tick, date and click **SUBMIT** to finalise the assessment.

Acknowledgement

ASSESSOR ACKNOWLEDGEMENT: ☒ 12/09/2024

REGISTRAR ACKNOWLEDGEMENT: ☐

Registrar Feedback (Optional)

SUBMIT > SAVE >

Mini-clinical evaluation exercise

Use the mini-clinical evaluation exercise (mini-CEX) form after observing your registrar perform a consultation.

This style of assessment can focus on a particular competency area such as; professionalism, specific clinical skills or a general observation. Once completed you can immediately discuss the consultation with the registrar, providing feedback, and ideas for further development if necessary.

As the assessor, you need to initiate the mini-CEX rating form by clicking **MINI-CEX+**.

EXPORT LIST CBD/RCA SUBMISSION + CBD/RCA - NOTES AND RATING + **MINI-CEX +** REGISTRAR LOGBOOK REGISTRAR PROGRESS +

DOPS ASSESSMENT + PROGRESS REPORT

Please type 'NA' if not applicable. You won't be able to submit until all sections have been completed.

Note: your rating in the Global Assessment of competence section will be the overall grade shown on the portal.

Global Assessment of competence: ** Please make sure to mark the Global Assessment of Competence section appropriately. DO NOT select the option of "Not Rated"

☐ ☐ ☐ ☒ ☐ ☐ ☐

You and your registrar must each complete the acknowledgement section; tick, date, and click **SUBMIT** to finalise the assessment.

Acknowledgement

ASSESSOR ACKNOWLEDGEMENT: ☒ 12/09/2024

REGISTRAR ACKNOWLEDGEMENT: ☐

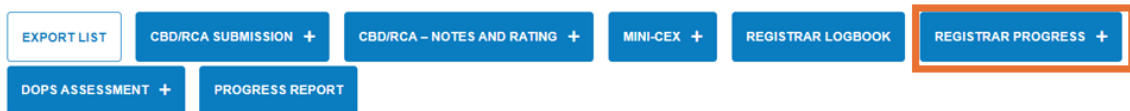
Registrar Feedback (Optional)

SUBMIT > SAVE >

End-of-term report

Providing feedback to the registrar is central to the work of a supervisor.

At the end of every term, you will report on your registrar's term progression using the **REGISTRAR PROGRESS +** button.



Please type a response in all text field boxes. For text fields that aren't applicable, type 'NA'. You won't be able to submit until all sections have been completed.

Note: ensure you check the Assessment confidentiality box to make your report visible to the registrar:

Assessment confidentiality

☒ Tick this box if you want this form to be visible to the registrar.

You and your registrar must both complete the acknowledgement section; tick, date and click **SUBMIT** to finalise the report.

Acknowledgement and review

INITIATOR ACKNOWLEDGEMENT

☐ I have reviewed all the registrars' assessments and provided direct feedback to them. We have discussed areas for further learning and development. 12/09/2024

REGISTRAR ACKNOWLEDGEMENT

☐ I have had the opportunity to review and discuss the feedback with my supervisor.

SUBMIT >

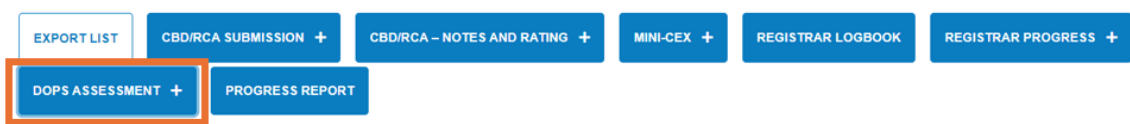
SAVE >

BACK <

Direct observation of procedural skills (DOPS)

There will be times that you will do an observation on your registrars' procedural skills.

For these assessments, you can use the **DOPS ASSESSMENT+** form. This isn't mandatory.

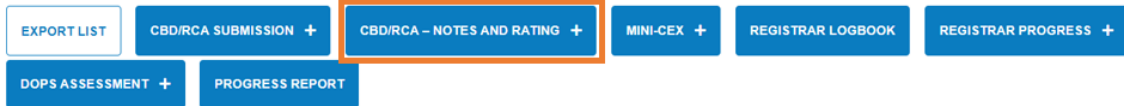


Please type 'NA' in the sections if not applicable. You won't be able to submit until all sections have been completed.

You and your registrar must both complete the acknowledgement section; tick, date, and click **SUBMIT** before the forms are finalised.

Other quick access tools in your registrar's assessments dashboard

The **CBD/RCA – NOTES AND RATING +** button is used for stand-alone assessments that you can do to benefit your registrar.

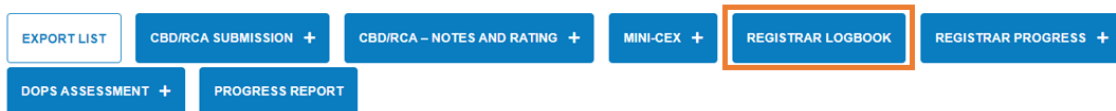


Please type 'NA' in the sections if a response is not applicable. You won't be able to submit until all sections have been completed.

Both you and your registrar must complete the acknowledgement section: tick, date and click **SUBMIT**, before the assessment is finalised.

Registrar logbook

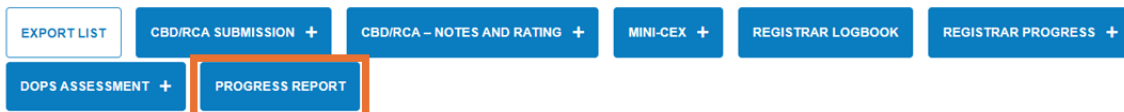
The logbook provides an area for the registrar to keep track of skills they've accomplished within the FSP. To view the registrar's logbook, select the **REGISTRAR LOGBOOK** button to open the logbook section.



Use the quick links at the top of the page to navigate to the procedure you're interested in, or scroll down the page to find your intended procedure type.

Progress report

If you'd like to see an overview of the global assessment of competence ratings across multiple assessments, you can click on **PROGRESS REPORT**.



From here you can export a summary of the WBA data which will save as an excel spreadsheet. You can share this document with your registrar if they're interested.

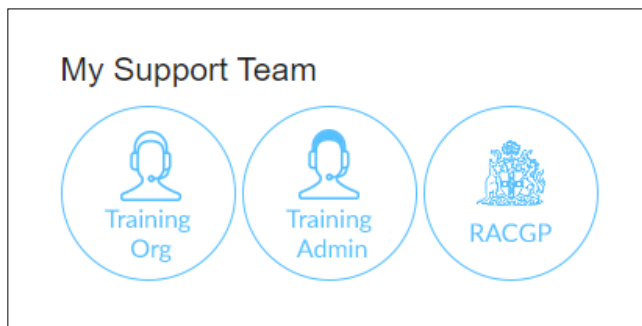
Progress report - Supervisor/Assessor/Mentor registrar detail view							
EXPORT WBA SUMMARY DATA							
All Terms	CBD/RCA	MINI-CEX	DOPS	MSF REFLECTION	REGISTRAR PROGRESS	MSF	TOTAL
	1	1	0	1	2	1	6
REGISTRAR: EDMUND TEST							
ASSESSMENT TYPE	PROGRAM REQUIREMENT	SIGNIFICANT MARGIN FOR IMPROVEMENT	PROGRESSING TOWARDS THE STANDARD EXPECTED	AT THE STANDARD EXPECTED	NOT STARTED	TOTAL	
CBD/RCA	8	0	1	0	0	1	
Mini-CEX	16	0	1	0	0	1	

Your support team

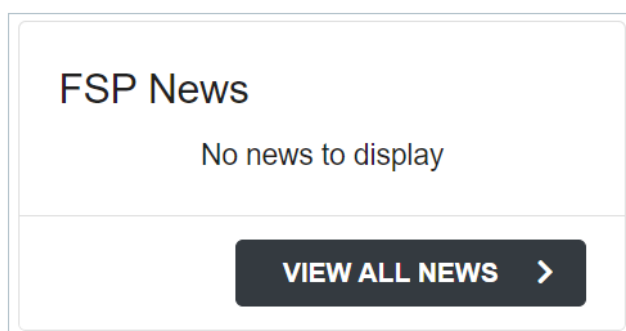
You can access the contact details of your FSP support team by clicking on the bubble of the contact you'd like to speak with. Once you click on the bubble, the name, phone, and email should display for that contact.

It may not always display all the information for privacy reasons.

- Training org – blank details.
- Training admin – blank details.
- RACGP – Training Program Officer name and contact email.



Portal news



We currently don't use this function on the portal. You won't see anything on this screen, or the VIEW ALL NEWS button.

Please disregard.

We're here to help

For more information on program requirements, please read the [FSP Registrar handbook](#) and the [FSP Training site and supervisor handbook](#).

For information on performing clinical assessments see the [Assessor handbook - Workplace-based assessment](#).

All supervisor resources can be found on the [FSP resources page](#).

If you encounter any technical issues, you can reach out to fsponlinesupport@racgp.org.au

For information on program requirements please contact fspadmin@racgp.org.au

Healthy Profession.
Healthy Australia.

