

# Fellowship Support Program

**Registrar portal guide**



## Fellowship Support Program Registrar portal guide

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*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

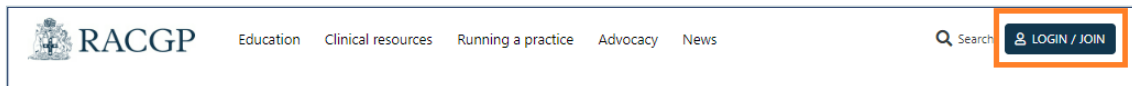
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## Welcome to the Fellowship Support Program (FSP) Registrar portal guide.

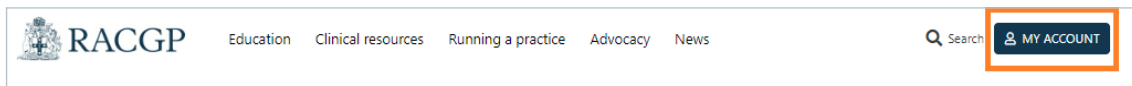
Find descriptions, step-by-step instructions and screenshots to help you navigate the FSP portal.

# Logging in to the FSP portal

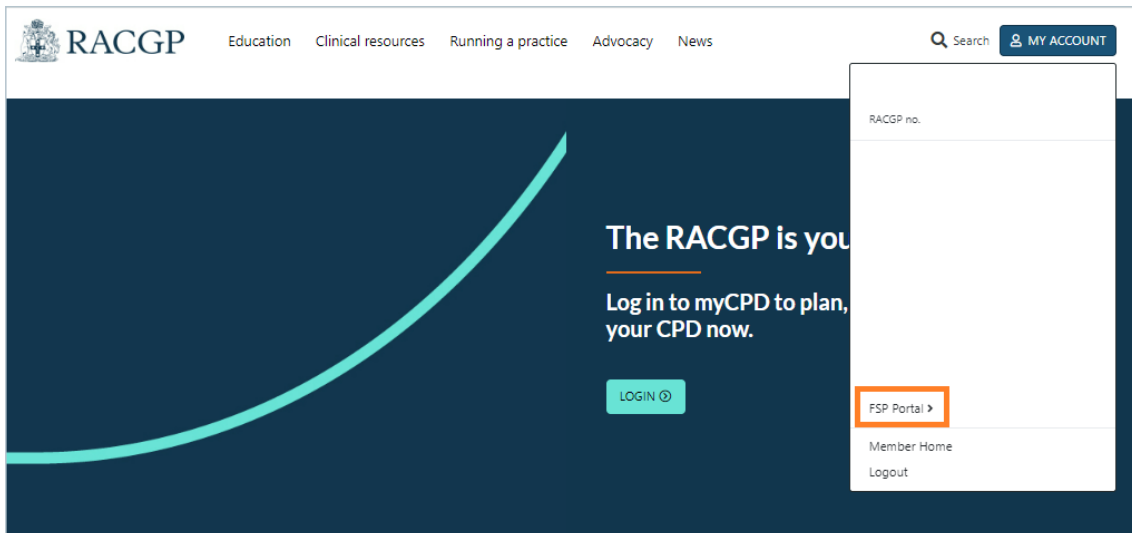
1. Log in to the FSP portal via the [RACGP website](https://www.racgp.org.au/) (https://www.racgp.org.au/) using your RACGP username and password.



2. Click MY ACCOUNT .



3. Select FSP Portal.

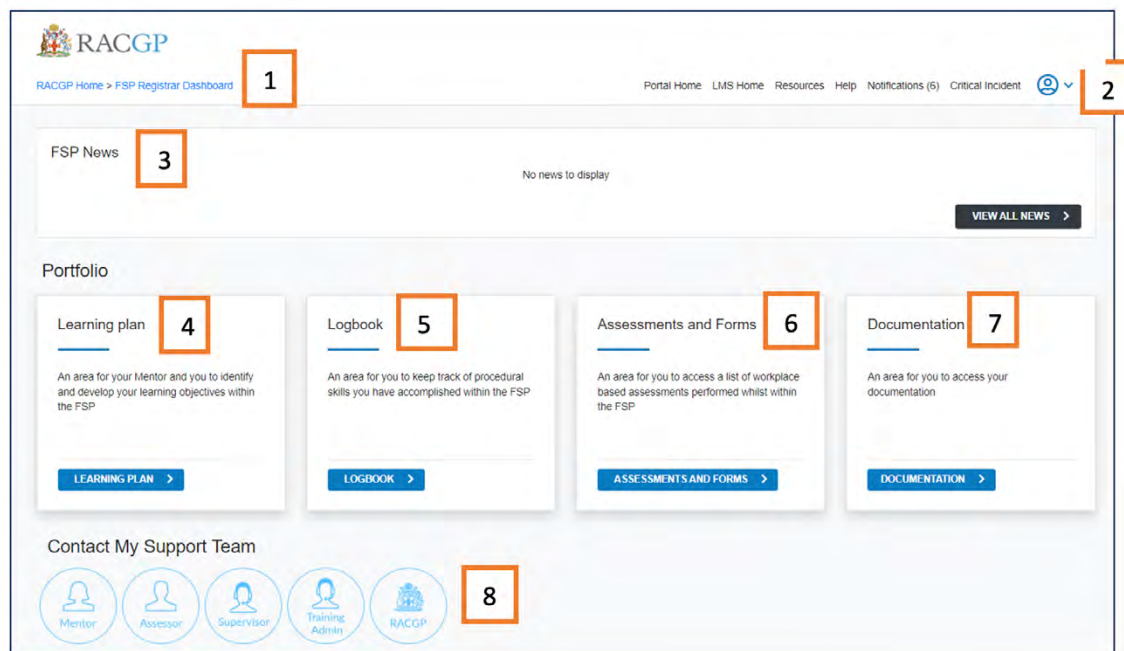


# Portal dashboard

Selecting **FSP Portal** from the **MY ACCOUNT** dropdown list will take you to the registrar portal dashboard.

From here, you can select various tiles and buttons:

1. Breadcrumbs – A navigation tool to access previous portal pages.
2. Quick access buttons.
3. FSP News.
4. Learning plan - An area for you to identify and develop learning objectives with your medical educator.
5. Logbook – To keep track of the procedural skills you've accomplished.
6. Assessments and Forms - Contains a list of workplace-based assessment (WBA) forms.
7. Documentation - An area for you to access/upload program documentation.
8. My Support Team – Contact details for your medical educator, supervisor and administration team



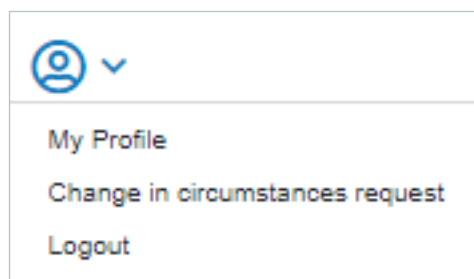
# Breadcrumbs

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](#) > [FSP Registrar Dashboard](#) > [Documentation](#)

# 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 <a href="mailto:fsponlinesupport@racgp.org.au">fsponlinesupport@racgp.org.au</a> |
| Notifications     | System notifications to inform you of status changes to your assessment submissions.                      |
| Critical Incident | Information on adverse events and critical incident reporting.  |



If you click the profile icon in the top right of the portal, you can access your profile, a change in circumstance request form and log out.

## My profile

You can view personal information, such as your address and practice address by clicking **My Profile**. To update your details, click **Update Details** and email [fspadmin@racgp.org.au](mailto:fspadmin@racgp.org.au) with your changes.

## Change in circumstances request

This online form is to be completed when you need to:

- change your training site (add or remove)
- update your Australian Medical Registration
- change work hours
- update your supervisor (onsite to offsite).

The form will ask you a series of questions and to upload supporting documents.

If your circumstances change during the training program, or you need to apply for an extension or leave, you must submit a CIC form for approval by the RACGP.

A separate form is available to request leave.

## Logout

signs you out of the dashboard.

# Portal news

News feed

User:

TITLE

SUMMARY

PUBLISH FROM

AUTHOR

MODIFIED ON

STATUS

No data available in table

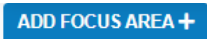
We currently don't use this function on the portal.

# Learning plan

This document is an optional activity. It should be made available to all members of the supervisory team. It's your responsibility to complete this document as it's a record of your learning needs and how you plan to address these.

The learning plan is not to be confused with the teaching plan, these are separate documents.

The teaching plan is completed by your supervisor as part of your early assessment for safety and learning (EASL). The EASL states when teaching will occur and any planned activities for the teaching session.

By clicking  you can add a focus area or goal that you want to achieve.



Enter your goals and associated information in the text fields and click **SAVE**. You can also **CANCEL** the form or click **X** in the top right to exit and not save.

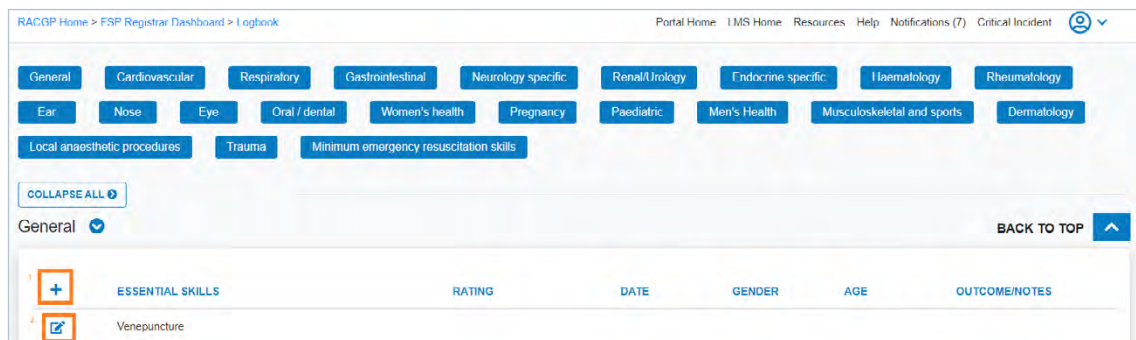


# Logbook

The Logbook tracks the procedural skills you've accomplished during the FSP.

To add an entry to the Logbook, you can:

1. Navigate to the procedure type and add a skill. 
2. Navigate to the procedure type, locate the skill you wish to edit and select the edit icon. 



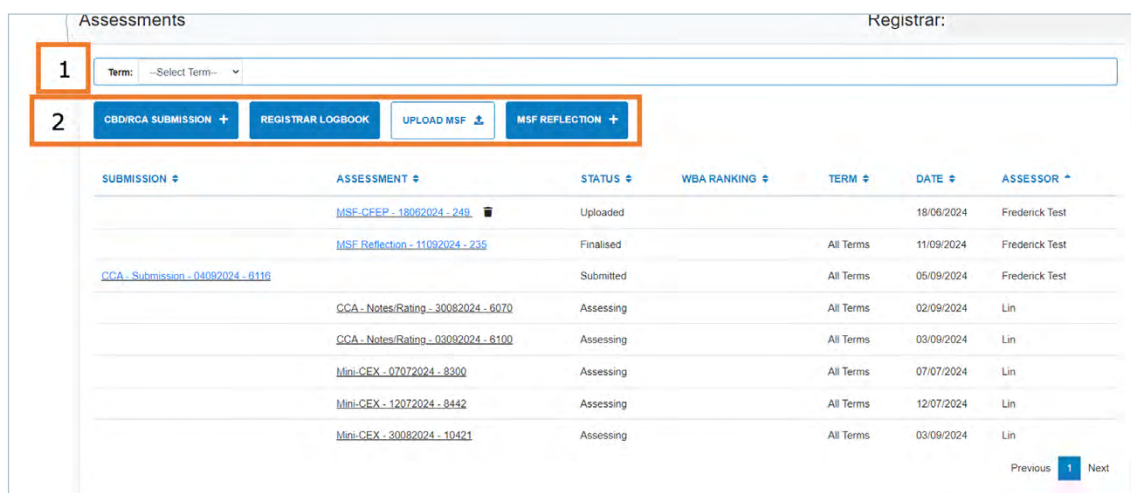
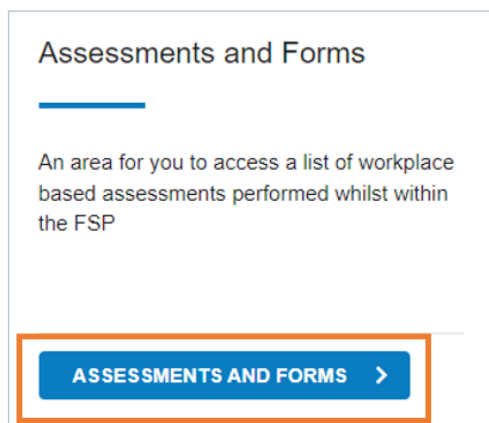
Your Logbook contains different procedure types. Each procedure type will consist of procedural skills. For each procedural skill, you will record the:

- rating
- date
- gender
- age
- outcomes.

Once you've filled in all the fields, click **SAVE**. You can also **CANCEL** the entry if you selected the wrong procedural skill and **CLEAR** to remove all data. You will then be returned to the Logbook.

It isn't mandatory to use the Logbook.

# Assessments and Forms

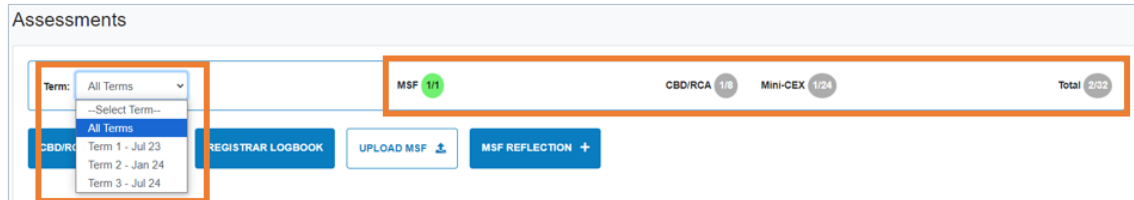


Most of your work will be completed in the Assessments and Forms section. From here you can see:

1. The Term dropdown menu  
(as default, this displays Select Term. Use the dropdown menu to select All Terms).
2. Buttons to create new assessment forms.
  - a. CBD/RCA SUBMISSION + (Case-based discussion/Random case analysis)
  - b. REGISTRAR LOGBOOK
  - c. UPLOAD MSF
  - d. MSF REFLECTION +

## WBA totals

Select **All Terms** to see your assessment totals:



The screenshot shows the 'Assessments' section of the Registrar portal. A dropdown menu for 'Term' is open, with 'All Terms' selected. The progress bars show the following completion status:

| Assessment Type | Completed | Total |
|-----------------|-----------|-------|
| MSF             | 1/1       | 1     |
| CBD/RCA         | 1/8       | 8     |
| Mini-CEX        | 1/24      | 24    |
| Total           | 2/22      | 22    |

Buttons visible: REGISTRAR LOGBOOK, UPLOAD MSF, MSF REFLECTION.

At the top of your assessments and forms screen is a small tally. This shows the number of assessments you have completed.

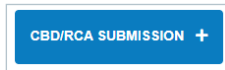
If you've completed four mini-CEX, it will show four out of eight for that term. When you click on **All Terms** you can see the total you need to complete over the course of the FSP.

**Note:** you may complete additional assessments with your supervisor which will be shown in your totals. These additional assessments won't count towards your overall mandatory assessment requirements. Please contact [fspadmin@racgp.org.au](mailto:fspadmin@racgp.org.au) if you're unsure of your assessment totals.

## Create a new assessment

Case-based discussion (CBD) and random case analysis (RCA)

To create a new CBD or RCA form click on



The CBD and RCA form has multiple sections that are all mandatory. Click **Expand all** to access all sections:



If the section is not relevant to you, type N/A in the text field provided.

Once all sections are complete, click **SUBMIT** at the bottom of the form. The form won't submit if you leave any blank sections.



Once the CBD or RCA has been assessed and marked, we require both you and the assessor to complete the acknowledgement section. If the acknowledgment has not been ticked and dated, the assessment will not be finalised.

### Acknowledgement

|                            |                                     |            |
|----------------------------|-------------------------------------|------------|
| ASSESSOR ACKNOWLEDGEMENT:  | <input checked="" type="checkbox"/> | 15/05/2023 |
| REGISTRAR ACKNOWLEDGEMENT: | <input type="checkbox"/>            | 12/09/2024 |

Registrar Feedback (Optional)



## Registrar Logbook



This is a quick link to the logbook mentioned earlier in this guide. Please refer to page vii on how to complete the logbook.

## Multi-source feedback

Once you've submitted all the relevant data to Client Focused Evaluation Program (CFEP) surveys, they'll compile a report and send it to the Training Programs administration team who will upload the report to the documentation section of your FSP portal. We'll also send you a copy.

Once you've read the report you need to complete a

**MSF REFLECTION +**

Once the multi-source feedback (MSF) reflection has been assessed and marked by the assessor, both you and the assessor must complete the acknowledgement section. If the acknowledgment has not been ticked and dated, the assessment will not be finalised.

### Acknowledgement

ASSESSOR ACKNOWLEDGEMENT:



15/05/2023

REGISTRAR ACKNOWLEDGEMENT:



12/09/2024

SUBMIT >

## Access previous assessments

You can access previous assessments by clicking on the blue underlined link in the assessment list on your portal.

| Assessments                           |  |                   |                               |                 |                  | Registrar: |  |
|---------------------------------------|--|-------------------|-------------------------------|-----------------|------------------|------------|--|
| Term: All Terms                       |  | ✓ MSF 1/1         | ✗ Clinical Case Analysis 1/12 | ✗ Mini-CEX 0/24 | ✗ Total 1/36     |            |  |
| CLINICAL CASE ANALYSIS - SUBMISSION + |  | REGISTRAR LOGBOOK |                               | UPLOAD MSF      | MSF REFLECTION + |            |  |
| SUBMISSION                            | ASSESSMENT   | STATUS            | WBA RANKING                   | TERM            | DATE             | ASSESSOR   |  |
|                                       | <a href="#">Mini-CEX - 13112023 - 3513</a>           | Rated             | Progressing                   | Term 2 - Jul 23 | 13/11/2023       |            |  |
|                                       | <a href="#">CCA - Notes/Rating - 11012024 - 2730</a> | Finalised         | At Expected Standard          | Term 3 - Jan 24 | 18/01/2024       | FSP        |  |
|                                       | <a href="#">CCA - Submission - 08082023 - 787</a>    | Assessing         |                               | Term 1 - Jan 23 | 19/07/2023       |            |  |
|                                       | <a href="#">CCA - Notes/Rating - 2854</a>            | Draft             |                               |                 | 31/01/2024       | FSP        |  |
|                                       | <a href="#">CCA - Notes/Rating - 2855</a>            | Draft             |                               |                 | 31/01/2024       | FSP        |  |
|                                       | <a href="#">Mini-CEX - 29082023 - 2803</a>           | Assessing         |                               | Term 2 - Jul 23 | 29/08/2023       |            |  |
|                                       | <a href="#">Mini-CEX - 4623</a>                      | Draft             |                               |                 | 31/01/2024       | FSP        |  |
|                                       | <a href="#">Mini-CEX - 02072024 - 8276</a>           | Assessing         |                               | Term 4 - Jul 24 | 03/07/2024       |            |  |
|                                       | <a href="#">MSF-CFEP - 27022024 - 140</a>            | Uploaded          |                               |                 | 27/02/2024       |            |  |

The status of the assessment determines whether it can be edited.

### Status explained

- Draft – Initial creation of the form. It will remain in draft status until you submit. You can edit the assessment.
- Submitted – The assessment is now awaiting review from your medical educator or assessor. You cannot edit the assessment but can contact [fspadmin@racgp.org.au](mailto:fspadmin@racgp.org.au) to reopen the assessment at this stage.
- Assessing – Your medical educator or assessor has begun their review. You are locked out of the submission and cannot edit.
- Rated – Your medical educator or assessor has completed their review and the assessment is now awaiting your sign off. Click the blue hyperlink and complete the acknowledgement section once you've read through the comments. You cannot edit.
- Finalised – Both you and your medical educator or assessor have acknowledged the assessment.

## Other assessments you will undergo on the program

### Mini-clinical evaluation exercise

Your assessor (either your supervisor or medical educator) will initiate the mini-clinical evaluation exercise (mini-CEX) after performing direct patient observations during your workplace-based assessment (WBA). Once the assessment has the **Rated** status, your action will be to review, discuss and acknowledge the feedback provided.

| SUBMISSION | ASSESSMENT                                 | STATUS |
|------------|--|--------|
|            | <a href="#">Mini-CEX - 13112023 - 3513</a> | Rated  |

RACGP Home > FSP Registrar Dashboard > Assessment Dashboard > Mini CEX

Portal Home LMS Home Resources Help Notifications (7) Critical Incident

### Mini - CEX Rating

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

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

ASSESSOR:

REGISTRAR:

DATE: 13/11/2023

PRACTICE ☒ SIMULATED CONSULTATION ☐

Please note you must tick the registrar acknowledgement box at the bottom once you have reviewed this form

ASSESSOR ACKNOWLEDGEMENT: ☒

REGISTRAR ACKNOWLEDGEMENT: ☐

Registrar Feedback (Optional)

SUBMIT

BACK

## End-of-term reports

End-of-term reports are completed by your supervisor. These include details about your competency at the current stage of training and help track your progression. They provide an opportunity to talk with your supervisor about your learning.

Once your supervisor submits the report, it will appear in your portal in the list of assessments. You need to click on the **Registrar Progress** link and review your supervisors' ratings/comments and acknowledge that you've read it.

| SUBMISSION  | ASSESSMENT  | STATUS    | WBA RANKING          | TERM      | DATE       | ASSESSOR |
|---|---|-----------|----------------------|-----------|------------|----------|
|   | <a href="#">Registrar Progress - 21032023 - 27</a>  | Finalised | Progressing          | All Terms | 21/03/2023 |          |
| <a href="#">CCA - Submission - 09022023 - 46</a>  |   | Assessing |                      | All Terms | 27/03/2023 |          |
|   | <a href="#">Mini-CEX - 09052023 - 961</a>           | Rated     | At Expected Standard | All Terms | 09/05/2023 |          |
|   | <a href="#">CCA - Notes/Rating - 09052023 - 666</a> | Finalised | Progressing          | All Terms | 15/05/2023 |          |
| <a href="#">CCA - Submission - 15052023 - 687</a> | <a href="#">CCA - Notes/Rating - 15052023 - 687</a> | Rated     | Progressing          | All Terms | 15/05/2023 |          |
|   | <a href="#">Registrar Progress - 30062023 - 111</a> | Submitted | At Expected Standard | All Terms | 30/06/2023 |          |

### REGISTRAR ACKNOWLEDGEMENT

☐ I have had the opportunity to review and discuss the feedback with my supervisor. 12/09/2024

SUBMIT >

## Direct observation of procedural skills

There will be times when your supervisor or medical educator will conduct a direct observation of your procedural skills (DOPS).

Click the DOPS Assessment link to review your supervisors' ratings/comments and acknowledge that you've read them.

[DOPS Assessment - 21082024 - 59](#)

INITIATOR ACKNOWLEDGEMENT: ☒ 12/09/2024

REGISTRAR ACKNOWLEDGEMENT: ☐

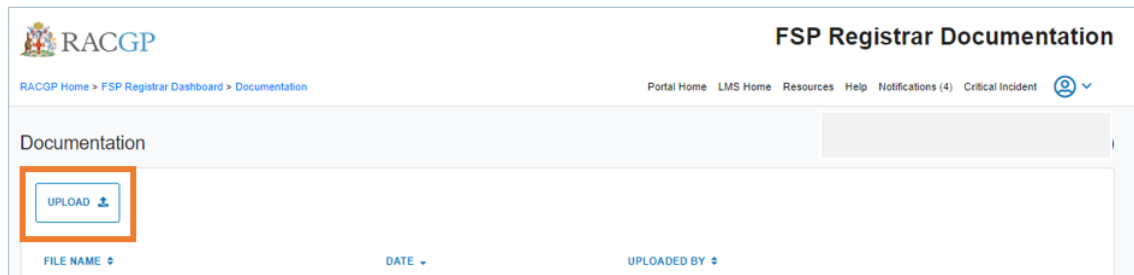
Registrar Feedback (Optional)

SUBMIT >

# Documentation

This is an area for you to store your program documentation. The Training Programs team will also use this location to upload reports.

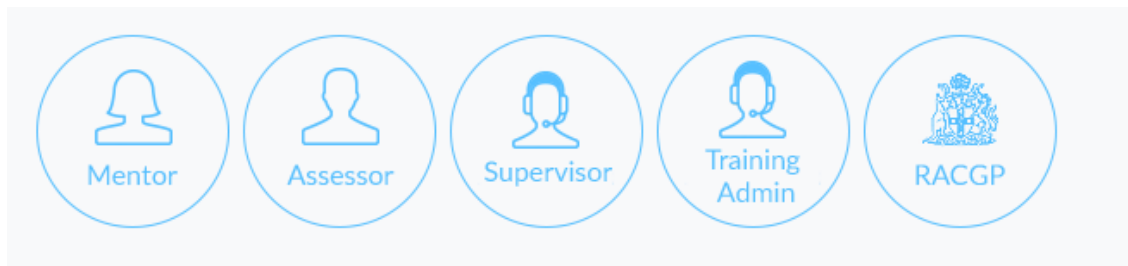
Use the **UPLOAD** button to save documents to this section.





# 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 the bubble the name, phone and email address should display for that contact. It may not always display all information for privacy reasons.



# We're here to help

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

If you have any questions or encounter any technical issues you can reach out to the Training Programs team at [fsponlinesupport@racgp.org.au](mailto:fsponlinesupport@racgp.org.au).

Healthy Profession.  
Healthy Australia.



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