Quick Portal Registrar Guide

Welcome to the step-by-step registrar 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
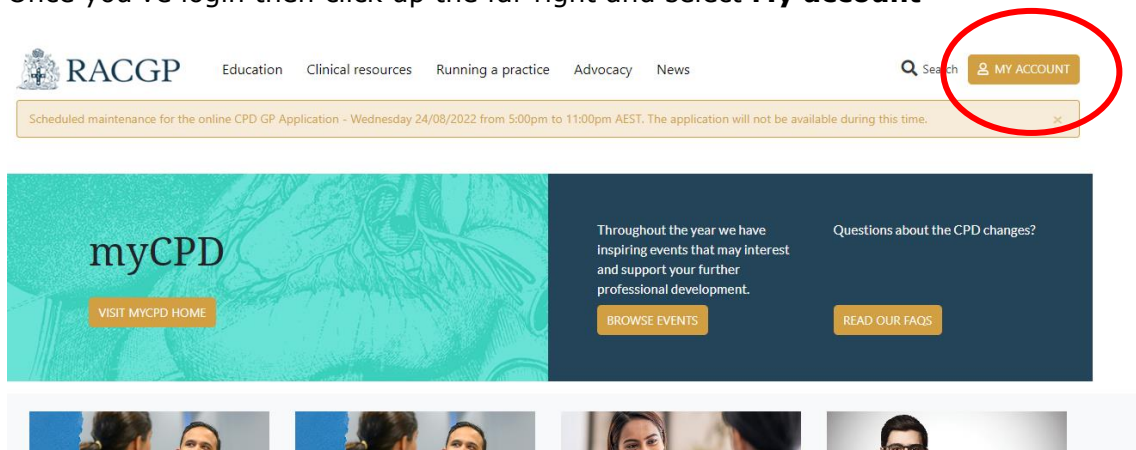
Contents

Logging into your registrar FSP portal

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

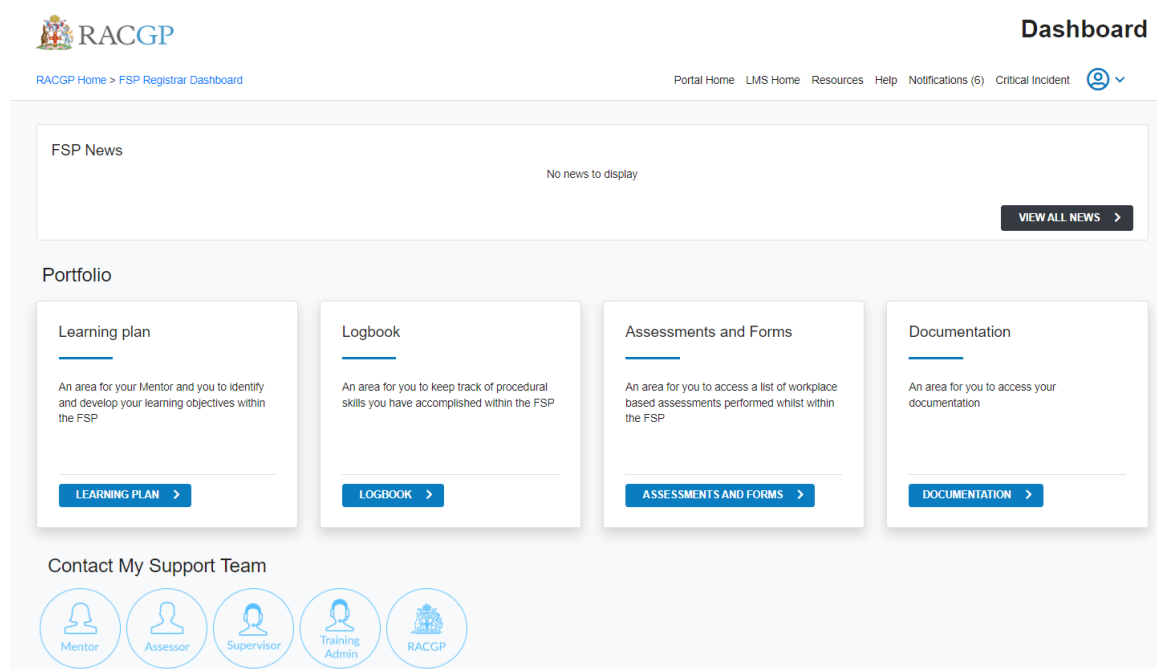Once you've login then click up the far right and select **My account**

Select **FSP Portal**

Q Search   👤 MY ACCOUNT

Manage account >
myCPD >
GPE Application >
PEP Portal >
Member Rewards >
gplearning 20-22 >
gplearning 23-25 >
recruitGP >
RACGP Shop >
FSP Portal >

Member Home
Logout

Registrar Dashboard

This will take you to the main FSP Registrar dashboard.

Dashboard

RACGP Home > FSP Registrar Dashboard

Portal Home   LMS Home   Resources   Help   Notifications (6)   Critical Incident   👤 ∨

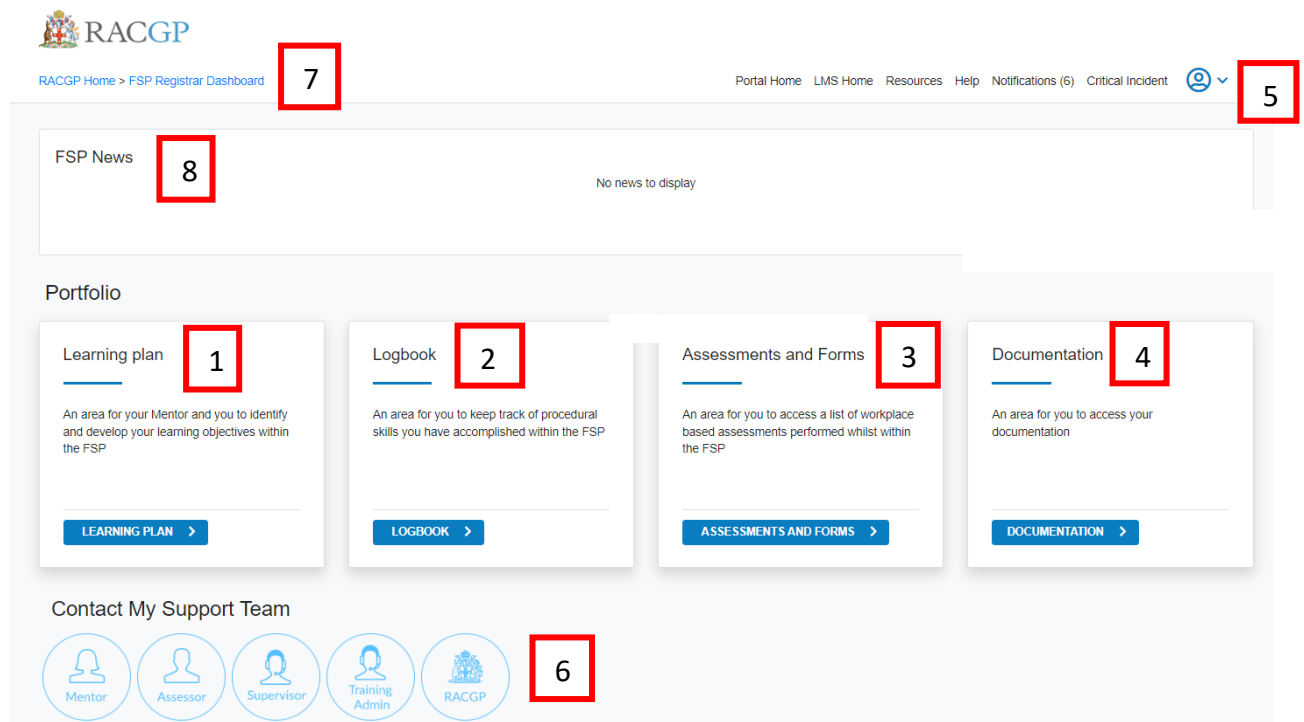**FSP News**

No news to display

VIEW ALL NEWS >

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 >

Contact My Support Team

Mentor   Assessor   Supervisor   Training Admin   RACGP

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From here you're able to see the following:

1. Learning Plan - An area for your Mentor and you to identify and develop your learning objectives within the FSP
2. Logbook - An area for you to keep track of procedural skills you have accomplished within the FSP
3. Assessments and Forms - An area for you to access a list of workplace-based assessments performed whilst within the FSP
4. Documentation - An area for you to access your documentation such as program agreements.
5. My Profile – this includes the location of the Change in Circumstance application and where to update your personal information
6. Your support team – Medical Educator, supervisor, regional administration team
7. Breadcrumbs – this is to go back and forth between screens
8. Portal news – updates/news and important information

Your Portfolio

Learning Plan / Teaching Plan

This document is for use between the primary supervisor and the registrar. It should be made available to all members of the supervision team. The teaching plan is completed by the primary supervisory and documents when teaching will occur and any intended activities during the teaching session. It is not the same as a learning plan which might be completed by a registrar to record their learning needs and how they plan to address these. The registrar should complete their learning plan in the FSP portal. Dedicated teaching time should be scheduled for a time that is not likely to be interrupted or subject to the participants running late. Try to avoid lunchtimes and end of the day.

First thing in the morning or the start of a session will work better.

By clicking on **ADD FOCUS AREA +** you can add in a focus area/ goal that you want to achieve.

Add/Edit Focus Area   ✕

Portfolio

Learning area: [   ]

Actions: [   ]

Timelines: [   ]

Reflections: [   ]

Progress: [   ]

                                        SAVE   CANCEL

Logbook

An area for you to keep track of procedural skills you've accomplished within the FSP.
To add an entry to the Logbook, you can either do the following:
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.

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 scraping and specimen collection					

To add an entry into the logbook click on this button and it will open into a small form.

Edit skill ×

Venepuncture

RATING: [dropdown ▼]

DATE: [field]

GENDER: [dropdown ▼]

AGE: [field] [Years ▼]

OUTCOMES: [text area]

[CLEAR]   [SAVE] [CANCEL]

Your Logbook contains different procedure types. Each procedure type will consist of procedural skills against which to log your achievements. For each procedural skill, you will record the following details:

- Rating - A rating you give yourself for the procedural skill.
- Date - The date you perform this procedural skill.
- Gender - The gender of the patient on whom you are performing the procedural skill.
- Age - The age of the patient on whom you are performing the procedural skill.
- Outcomes - Detail your perceived outcomes and record your any notes.

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To clear (delete) a procedural skill entry, select the edit icon at the left of the procedural skill you wish to remove. Select the **CLEAR** button in the procedural skill detail page to remove all the data from the fields. You will then be returned to the Logbook.

Assessments and Forms

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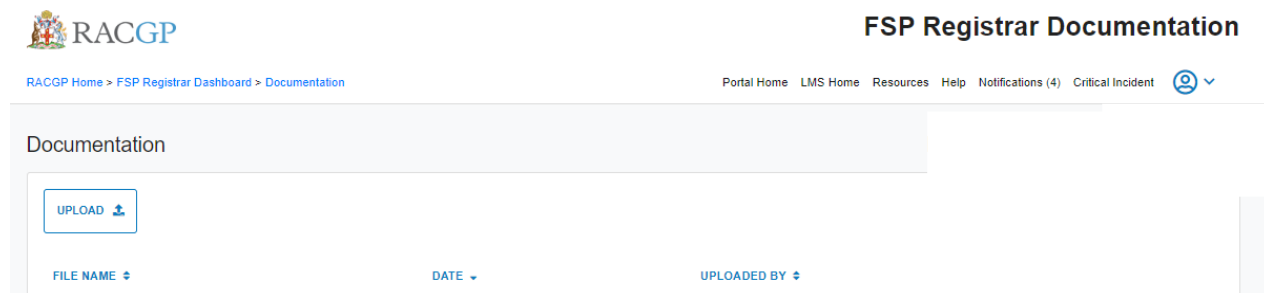
Documentation

An area for your registrar to access their documentation such as your EASL or program agreement.

Assessments and Forms

The majority of your work will be completed in this section

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

1. The various assessments
   a. Clinical case analysis - submission
   b. Registrar logbook
   c. Upload MSF
   d. MSF reflection
2. Assessments undertaken
3. Totals of how many WBAs you've completed overall
4. Terms – this shows which term your currently in

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 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.

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

To begin a CCA please click on the

CLINICAL CASE ANALYSIS - SUBMISSION +

Sections in the CCA
The CCA form on the portal has multiple sections, they are all mandatory. Please type 'n/a' if not applicable. Submission is only possible once all sections have been completed.

When click on the arrow each section will expand. ➤

ASSESSOR:	
DATE:	dd/mm/yyyy
TYPE OF CCA:	⌄

PATIENT INFORMATION   AGE: 0 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 ➤

Clinical management and therapeutic reasoning ➤

Partnering with the patient, family, and community to improve health through disease prevention and health promotion ➤

General practice systems and regulatory requirements ➤

Outcome ➤

Reflections ➤

References ➤

[SUBMIT >] [SAVE >]   [BACK <]

Once all sections are completed click on submit.

Acknowledgements

Once the CCA has been marked and assessed by the assessor we require the acknowledgement from both registrar and assessor sections must be ticked and dated prior to all forms being finalised. If the acknowledgment has not been ticked and dated, it will show that it's not finalised.

Registrar Logbook

The logbook provides an area to keep track of skills you've accomplished within the FSP program. This is found in the dashboard and in forms and assessments. Please refer to the earlier pages on how to complete the logbook from page 6 to 8 of this guide.

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Multisource Feedback

Multi-source feedback (MSF) provides you with feedback from both patients and colleagues and asks you to self-evaluate your skills, particularly in the areas of communication and professionalism.

Patients are surveyed using an interpersonal skills questionnaire. Data is collected from a minimum of 30 patients following their consultations with you. The survey explores patient perceptions about your behaviours, such as listening skills, clarity of explanations, respect for the patient and involvement of the patient in decision-making, as well as the patient's confidence in your ability.

The colleague feedback evaluation focuses on your professionalism and workplace behaviours. Perceptions are collected about areas such as working relationships, competence, and professional development.

Your MSF pack will be emailed and posted directly to your primary practice from a company called CFEP. The pack you receive in the mail is only for your patients to complete. Your colleague and your self-assessment you will receive via email with login details from CFEP to complete through the CFEP portal.

Once all patient feedbacks have been completed you will find a self-addressed envelope which was originally provided to you in the pack for patients to return the pack to CFEP. Not to RACGP.

You will <u>not</u> be required to pay any fees.

When you receive your feedback report, you'll be asked to reflect on the details with your ME on the FSP Portal.

You'll generally complete only one MSF assessment during your general practice training, and that will be in GPT2, with feedback given in GPT3.

You will receive the final report from your regional program coordinator who will send a copy to you as well as upload it into your portal. You will see the report shown in your completed assessments screen.

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Healthy Profession.
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Once you have received it, read through the report, and then click on MSF reflection in your portal to complete the MSF reflection online form.

To submit, click on the submit button at the bottom of the form.

Acknowledgements

Once the MSF reflection has been marked and assessed by the assessor, we require the acknowledgement from both registrar and assessor sections must be ticked and dated prior to all forms being finalised. If the acknowledgment has not been ticked and dated, it will show that it's not finalised.

Other assessments that you will receive on the program

During your time on the program, you will receive the following assessments or reports from your supervisor or Medical Educator.

Mini-Clinical Evaluation Exercise (Mini-CEX)

A mini-clinical evaluation exercise (mini–CEX) is an assessment that is undertaken with your WBA that involves observation of you 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, your assessor can immediately discuss the consultation with you, providing feedback and ideas for further development, if necessary. You'll participate in eight mini–CEX exercises for each FSP term, except for the GPT4.

Please note that your assessor will initiate the Mini CEX and discuss your CCA during the Workplace Based Assessment (WBA). Your action will be to review, discuss and acknowledge the assessment.

End-term appraisals

End-term appraisals are completed by your supervisor. These reports include details about your competency at the current stage of training and enable tracking of your progression through training, as well as providing an opportunity for you to talk with your supervisor about your learning.

Your action will be to review, discuss and acknowledge the assessment.

Direct observation of procedural skills (DOPS)

There will be times that your supervisor or medical educator will do an observation on your procedural skills.

Once the DOPS have been completed you will need to acknowledge it.
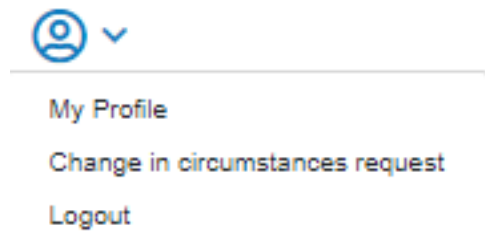
Number of WBA you need to complete

| Term: | Term 1 - Jul 22 ⌄ | ✔ MSF 1/1 | ✘ Clinical Case Analysis 0/4 | ✘ Mini-CEX 0/8 | ✘ Overall 0/12 |

At the top of your assessments and forms screen is a small tally. When you complete the WBA – Mini CEX and CCAs this will count the number of assessments you have completed.

If you have completed 4 Mini CEX it will show 4/8 for <u>that term</u>.
When you click on <u>"All Terms"</u> you can see the total you need to complete overall during your time on the program.
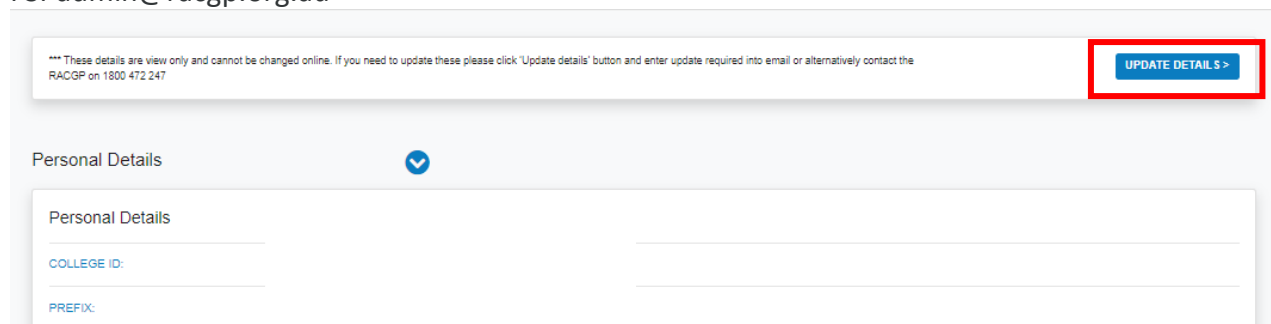
Your profile 👤⌄

👤⌄

My Profile
Change in circumstances request
Logout

In your profile you're able to update your personal information, such as your personal address and practice address. To update click on 'update details' and it will open into an email to FSPadmin@racgp.org.au

*** These details are view only and cannot be changed online. If you need to update these please click 'Update details' button and enter update required into email or alternatively contact the RACGP on 1800 472 247

UPDATE DETAILS >

Personal Details ⌄

Personal Details

COLLEGE ID:

PREFIX:

Change in Circumstances form (CIC)

This online form is to be completed when you need to do the following:

- change practices
- extended leave
- returning from leave
- change of working hours
- extension of the program
- clinical break

The form will ask you a series of questions and areas where you'll be able to upload additional information.

If at any time during the program, your circumstances change or you need to apply for extension or leave, you will need to submit a request for a change in circumstances.

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