

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 – fsonlinesupport@racgp.org.au

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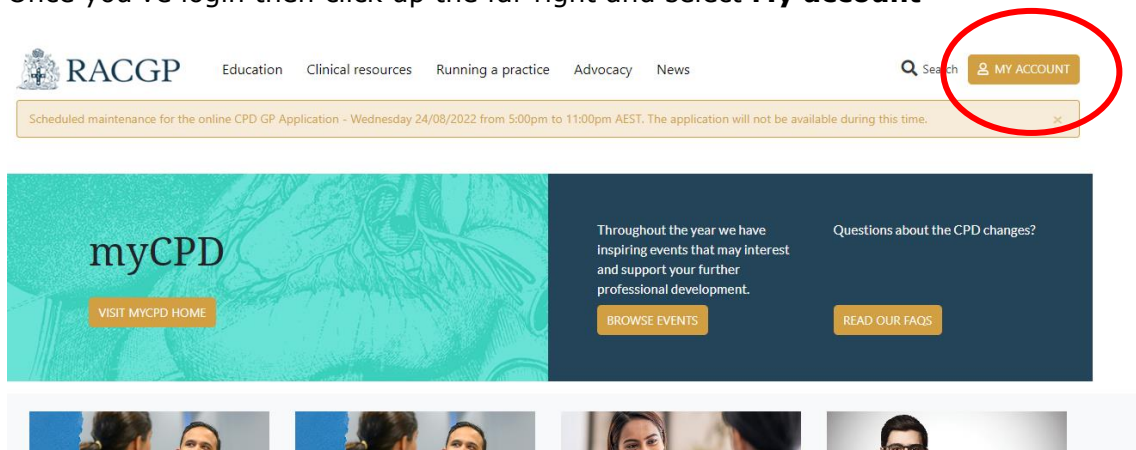
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Logging into your registrar FSP portal

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**



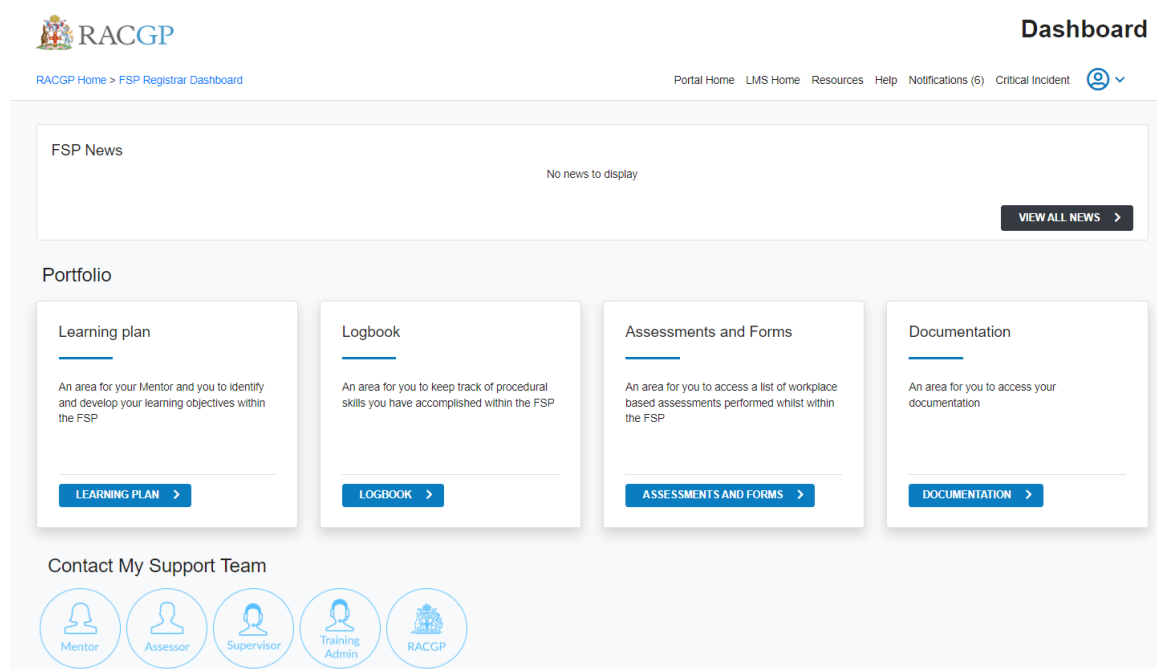
Select FSP Portal

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.



RACGP **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

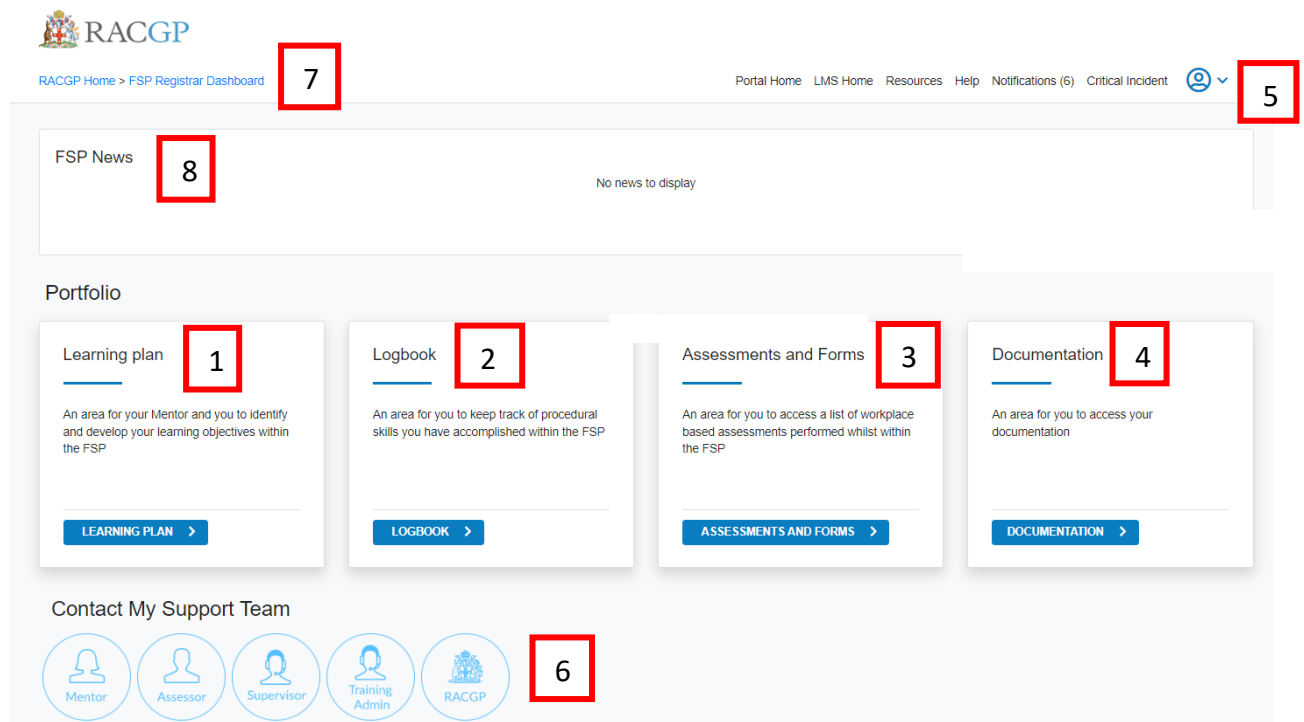
- Learning plan**
An area for your Mentor and you to identify and develop your learning objectives within the FSP
[LEARNING PLAN >](#)
- Logbook**
An area for you to keep track of procedural skills you have accomplished within the FSP
[LOGBOOK >](#)
- Assessments and Forms**
An area for you to access 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

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



The screenshot shows the RACGP FSP Registrar Dashboard. At the top left is the RACGP logo and the breadcrumb trail "RACGP Home > FSP Registrar Dashboard" (7). At the top right are navigation links: "Portal Home", "LMS Home", "Resources", "Help", "Notifications (6)", "Critical Incident", and a user profile icon (5). Below the navigation is a "FSP News" section (8) with the text "No news to display". The main content area is titled "Portfolio" and contains four cards: "Learning plan" (1), "Logbook" (2), "Assessments and Forms" (3), and "Documentation" (4). Each card has a brief description and a blue button with a right-pointing arrow. Below the Portfolio section is a "Contact My Support Team" section (6) with five circular icons: "Mentor", "Assessor", "Supervisor", "Training Admin", and "RACGP".



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.

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

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 screening 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:

DATE:

GENDER:

AGE:

OUTCOMES:

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.



Edit skill

Venepuncture

RATING:

DATE:

GENDER:

AGE:

OUTCOMES:

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.

Edit skill

Venepuncture

RATING:

DATE:

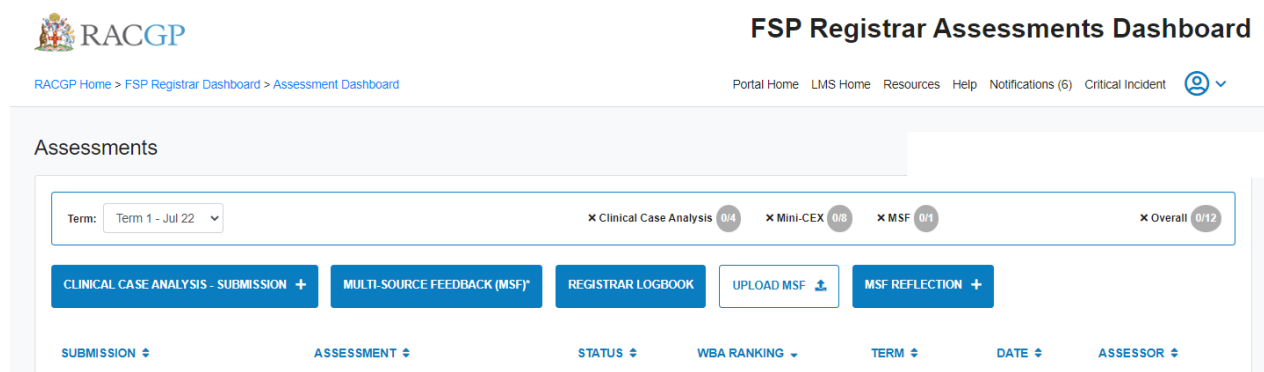
GENDER:

AGE:

OUTCOMES:


Assessments and Forms

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



FSP Registrar Assessments Dashboard

RACGP Home > FSP Registrar Dashboard > Assessment Dashboard

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

Assessments

Term: Term 1 - Jul 22

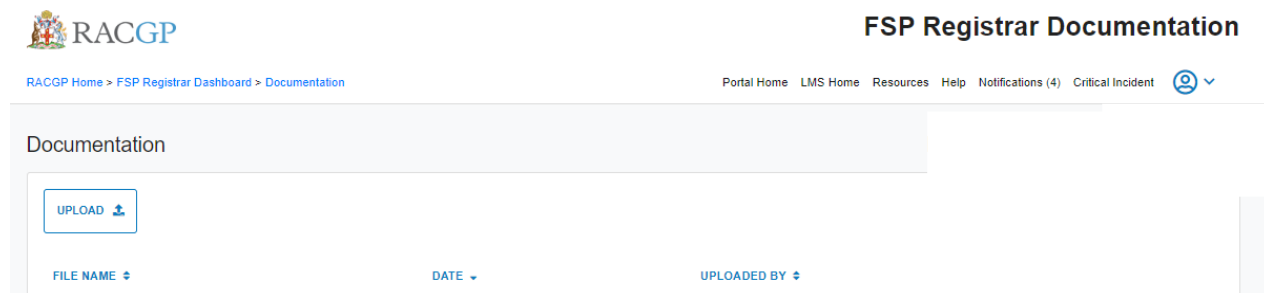
Clinical Case Analysis 0/4
Mini-CEX 0/8
MSF 0/1
Overall 0/12

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

[SUBMISSION ↕](#)
[ASSESSMENT ↕](#)
[STATUS ↕](#)
[WBA RANKING ↕](#)
[TERM ↕](#)
[DATE ↕](#)
[ASSESSOR ↕](#)


Documentation

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



FSP Registrar Documentation

RACGP Home > FSP Registrar Dashboard > Documentation

Portal Home LMS Home Resources Help Notifications (4) Critical Incident 

Documentation

[UPLOAD ↕](#)

[FILE NAME ↕](#)
[DATE ↕](#)
[UPLOADED BY ↕](#)

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 you currently in

Assessments

Term: Term 1 - Jul 22 4

 × Clinical Case Analysis 0/4 × Mini-CEX 0/8 × MSF 0/1 × Overall 0/12 3

1
CLINICAL CASE ANALYSIS - SUBMISSION +
MULTI-SOURCE FEEDBACK (MSF)*
REGISTRAR LOGBOOK
UPLOAD MSF
MSF REFLECTION +

SUBMISSION	ASSESSMENT	STATUS	WBA RANKING	TERM	DATE	ASSESSOR
	DOPS Assessment - 14122022 - 3	Submitted	Needs Review	Term 1 - Jul 22		
	DOPS Assessment - 14122022 - 2	Finalised	Good to go	Term 1 - Jul 22		
2	CCA - Submission - 02122022 - 1	Draft		Term 1 - Jul 22		
	DOPS Assessment - 14122022 - 4	Draft		Term 1 - Jul 22		
	DOPS Assessment - 14122022 - 5	Draft		Term 1 - Jul 22		
	MSF Reflection - 06122022 - 3	Draft		Term 1 - Jul 22		

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:

TYPE OF CCA:

PATIENT INFORMATION AGE: Years GENDER: COMPLEXITY:

PATIENT'S PROBLEM:

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

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.

Professionalism [▶](#)

General practice systems [▶](#)

Overall competence [▶](#)

Assessor rating - Feedback [▶](#)

Acknowledgement

ASSESSOR ACKNOWLEDGEMENT:

PARTICIPANT ACKNOWLEDGEMENT:

[BACK <](#)

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.

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

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

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 not 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.

Term: Term 1 - Jul 22 ✓ MSF 1/1 ✕ Clinical Case Analysis 0/4 ✕ Mini-CEX 0/8

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

SUBMISSION	ASSESSMENT	STATUS	WBA RANKING	TERM
	DOPS Assessment - 14122022 - 3	Submitted	Needs Review	Term 1 - Jul 22
	DOPS Assessment - 14122022 - 2	Finalised	Good to go	Term 1 - Jul 22
CCA - Submission - 02122022 - 1		Draft		Term 1 - Jul 22
	MSF-CFEP - 11012023 - 3 	Uploaded		
	DOPS Assessment - 14122022 - 4	Draft		Term 1 - Jul 22

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.

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

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

Multi-Source Feedback: Guide for Performance Reflection

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

ASSESSOR: _____
 REGISTRAR: _____
 DATE: *

i To fully review your results, we suggest you work your way through the tables and graphs in the patient feedback and then repeat with your colleague feedback. you may find this a useful exercise for future professional development.

Rating

Which four questions received the highest and which four questions received the lowest ratings *

PATIENT FEEDBACK <small>(refer Table 1.1 of CFEP360 Report: Patient Feedback – Distribution and Frequency of Ratings)</small>		COLLEAGUE FEEDBACK <small>(refer Table 2.1 of CFEP360 Report: Colleague Feedback – Distribution and Frequency of Ratings)</small>	
HIGHEST	LOWEST	HIGHEST	LOWEST
1. <input type="text"/>	1. <input type="text"/>	1. <input type="text"/>	1. <input type="text"/>
2. <input type="text"/>	2. <input type="text"/>	2. <input type="text"/>	2. <input type="text"/>
3. <input type="text"/>	3. <input type="text"/>	3. <input type="text"/>	3. <input type="text"/>
4. <input type="text"/>	4. <input type="text"/>	4. <input type="text"/>	4. <input type="text"/>

Feedback

In which areas were you stronger? Were you surprised by this? *

PATIENT FEEDBACK

COLLEAGUE FEEDBACK


In which areas did you not perform as well as expected? What can you do to improve those areas? *


PATIENT FEEDBACK


COLLEAGUE FEEDBACK

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.

Professionalism 

General practice systems 

Overall competence 

Assessor rating - Feedback 

Acknowledgement

ASSESSOR ACKNOWLEDGEMENT.	<input checked="" type="checkbox"/>	<input type="text" value="20/04/2021"/>
PARTICIPANT ACKNOWLEDGEMENT.	<input type="checkbox"/>	<input type="text"/>

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.

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:

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.

RACGP Home > FSP Registrar Dashboard > Assessment Dashboard > Registrar Progress Portal Home LMS Home Resources Help Notifications (5) Critical Incident 

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 

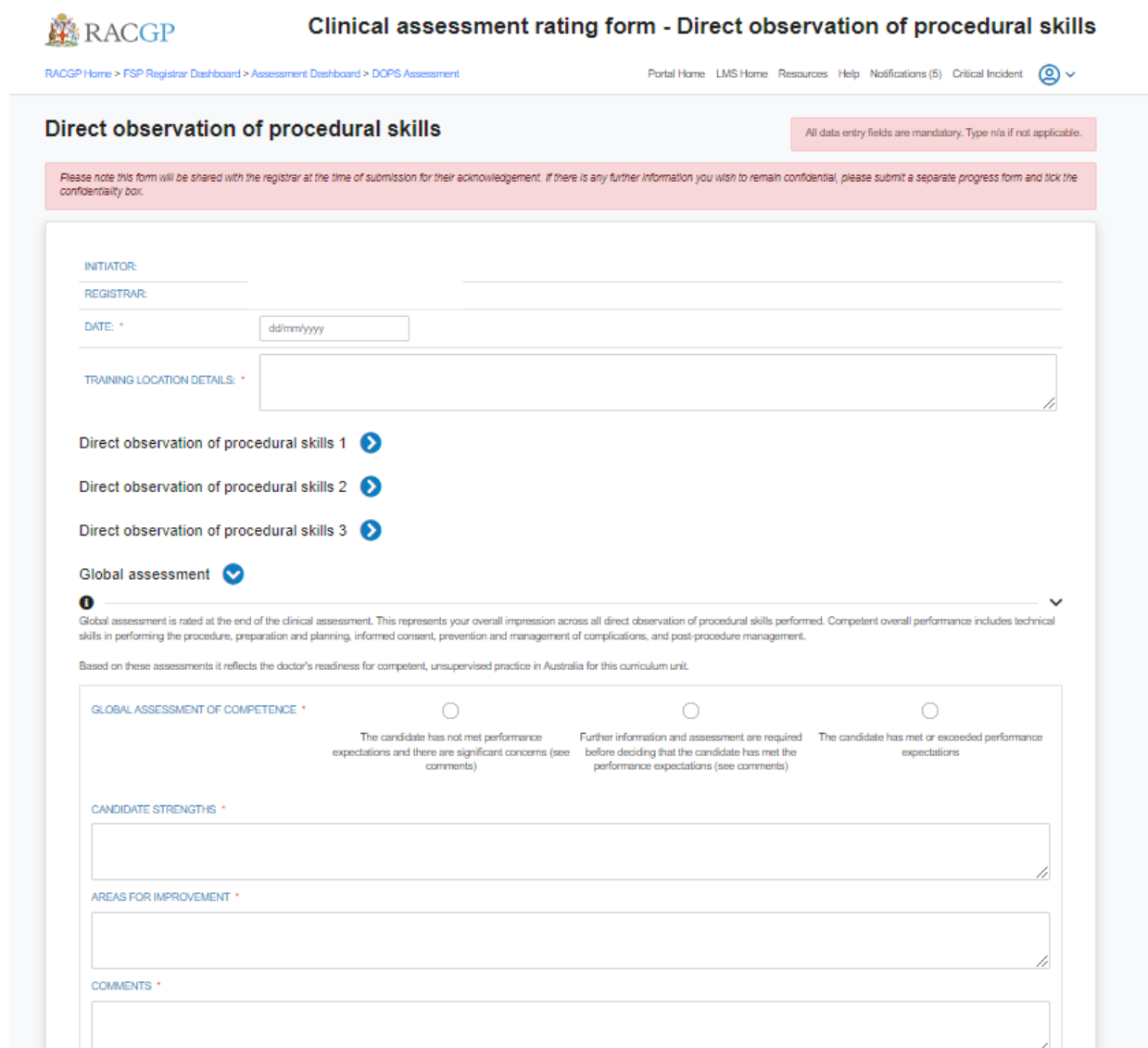
1  Please use this section to grade the registrar's performance against the competency areas listed on the rating grid below. Refer to the competency criteria as needed when completing your ratings.

COMPETENCY AREA *	WELL BELOW FELLOWSHIP STANDARD	PROGRESSING TOWARDS FELLOWSHIP STANDARD		AT FELLOWSHIP STANDARD	NOT OBSERVED / IN SUFFICIENT 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 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.



RACGP 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 procedure, 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 *

Number of WBA you need to complete



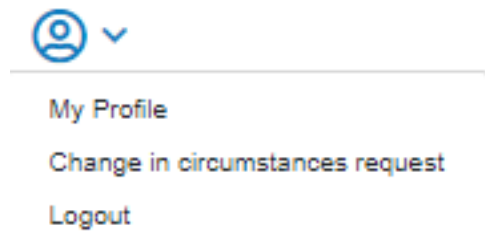
Term: Term 1 - Jul 22 ✓ MSF 1/1 ✗ Clinical Case Analysis 0/4 ✗ Mini-CEX 0/8 ✗ Overall 0/12


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 that term.

When you click on “All Terms” you can see the total you need to complete overall during your time on the program.

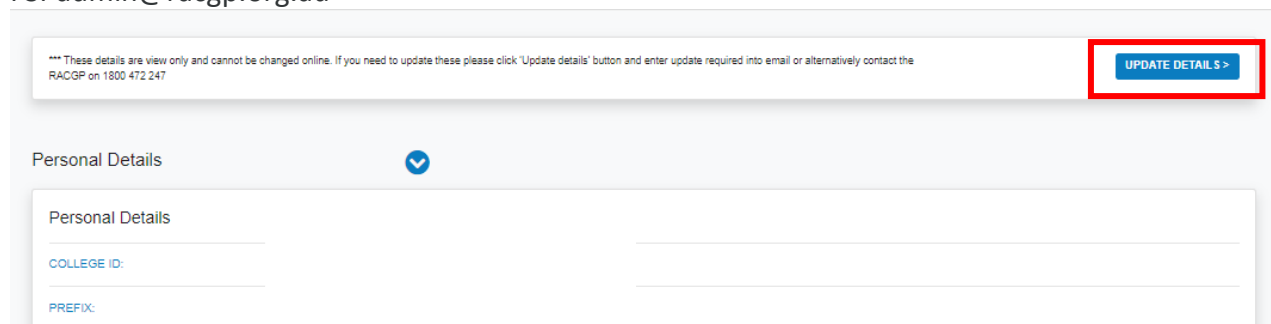
Your profile



 ▼

- 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