

TPS User Guide for Rotational Supervisors

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How to login

The TPS is located here: <https://tps.anzca.edu.au>

You will need your College ID and password to login to the TPS.

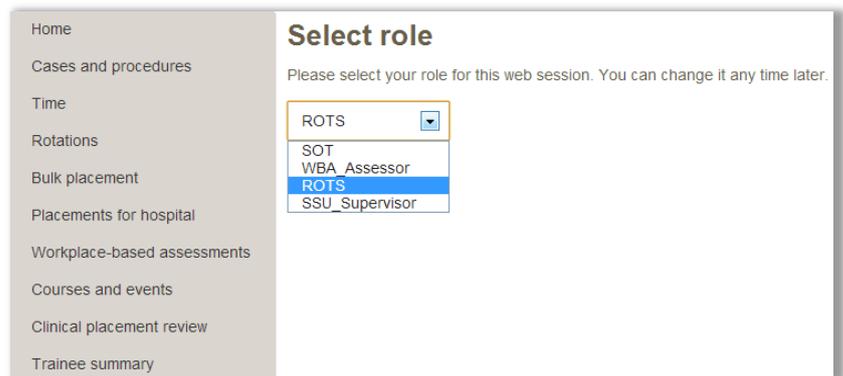
If you have forgotten your password, click on the 'Forgot your password?' link and follow the prompts to have your password will be reset.

For a list of recommended browsers and devices for the TPS, click [here](#).

Role selection

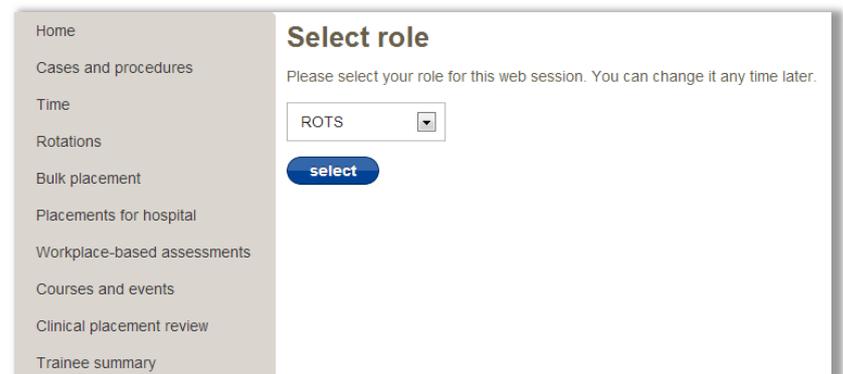
When you log into the TPS, you will be prompted to select your user role from a drop-down menu.

Note: The options available from the drop-down menu will vary depending on the roles you hold.



The screenshot shows the 'Select role' section of the TPS interface. On the left is a navigation menu with items: Home, Cases and procedures, Time, Rotations, Bulk placement, Placements for hospital, Workplace-based assessments, Courses and events, Clinical placement review, and Trainee summary. The main content area is titled 'Select role' and contains the instruction 'Please select your role for this web session. You can change it any time later.' Below this is a dropdown menu with the following options: ROTS (selected), SOT, WBA_Assessor, ROTS (highlighted in blue), and SSU_Supervisor.

Select 'ROTS' and then click the "select" button. This will take you to the dashboard.



This screenshot shows the 'Select role' section after the role has been selected. The dropdown menu now only displays 'ROTS'. Below the dropdown menu is a blue button labeled 'select'.

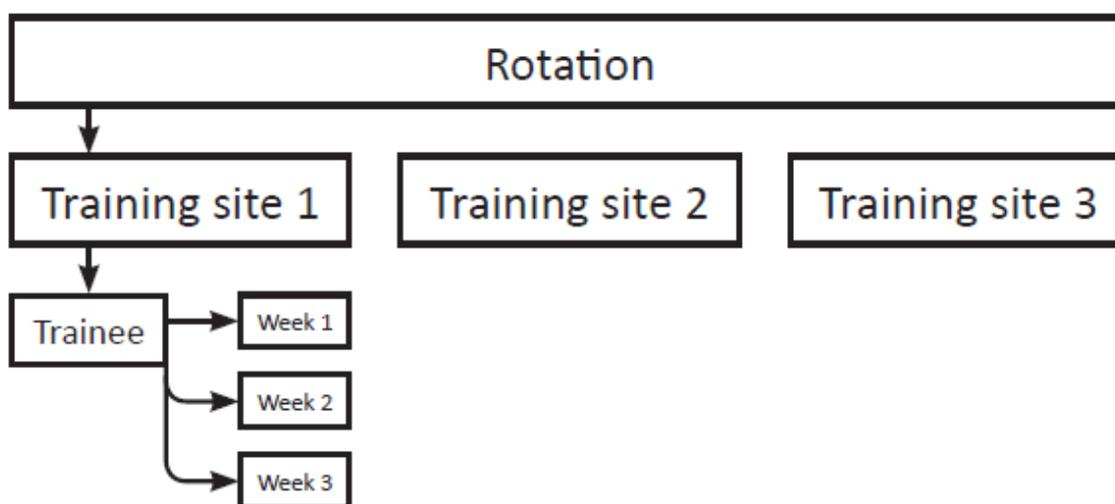
Introduction

With the introduction of the Training Portfolio System (TPS) the role of recording training information is now shared by the trainee, Supervisors of Training, Rotational Supervisors, Workplace Based Assessors and Specialised Study Unit Supervisors.

Rotational Supervisors use the TPS to allocate trainees to rotations and placements. To assist with this task, rotational supervisors are provided with access to view trainee records. This guide illustrates the process of adding or adjusting rotation and placement details and provides a brief overview of trainee information stored in the TPS.

Rotations and placements in the TPS

In the TPS, all trainees must first be assigned to a rotation, then to a training site, before they can begin to record time, cases and assessments.



All training sites belong to at least one rotation.

Dashboard

The dashboard will list all trainees within your rotation as well as all who are unassigned (trainees with no rotation details). The trainees listed will have a set of six traffic lights, which indicate how they are performing in various aspects of the training program. For further details, see below.

You may select any trainee from the list. If you need to, you may search for a trainee by first name, last name or College ID.

College Id	First name	Last name	CPR	CUR	SSU	WBA	C&P	TIME	
46400		Trainee 1 - TPS Demo	●	●	●	●	●	●	➤
46401		Trainee 2 - TPS Demo	●	●	●	●	●	●	➤
46402		Trainee 3 - TPS Demo	●	●	●	●	●	●	➤
46403		Trainee 4 - TPS Demo	●	●	●	●	●	●	➤
46404		Trainee 5 - TPS Demo	●	●	●	●	●	●	➤
46408		Trainee 6 - TPS Demo	●	●	●	●	●	●	➤

Clicking the black arrow to the right of the screen will take you to the individual trainee's summary page. For more information on the trainee summary page, refer to the [Trainee TPS User Guide](#).

Rotations

Once you have selected a trainee, you may add or edit rotation and placement information for them. To do this, select 'Rotations' from the left hand menu

Placements

Show 10 entries Search:

Training site	Start date	End date
TPS Demo Rotation (1/1/2013 - 31/12/2014) >		
Unallocated	1/7/2013	31/12/2014
TPS Demo Hospital	1/1/2013	30/6/2013 >

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

[Add to rotation](#) [Add placement](#)

The alternative method is to first select 'Rotations' from the left-hand menu and select the trainee after this, by clicking on the arrow to the right of the screen.

Adding trainee to a rotation

To add a trainee to a rotation, select the trainee and click 'Add to rotation'

Select the rotation from the drop down list..

Rotations

Add trainee to rotation

Rotation: Canberra

- Canberra
- Central Coast Training Network
- Eastern
- Monash Medical Centre
- North Western
- Other
- Qld Anaesthetic Training Scheme
- Royal Hobart
- Southern
- TPS Demo Rotation
- Unspecified
- Victorian Third Year

Start date:

End date:

[Cancel](#) [Submit](#)

Set the start and end dates of the rotation and click 'Submit':

Rotations

Add trainee to rotation

Rotation: Canberra

Start date:

End date:

[Cancel](#) [Submit](#)

College of Anaesthetists.

Adding trainee to a placement

Select 'Add placement'

Placements
 Show 10 entries Search:

Training site	Start date	End date
TPS Demo Rotation (1/1/2013 - 31/12/2014)		
Unallocated	1/7/2013	31/12/2014
TPS Demo Hospital	1/1/2013	30/6/2013

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

[Add to rotation](#) [Add placement](#)

Select the appropriate rotation from the rotation drop down list.

Rotations
 Add placement

Rotation: TPS Demo Rotation (1/01/2013 - 31/12/2014)

Interrupted Training?

Placement: [Select]

Start date:

End date:

[Cancel](#) [Submit](#)

Select the training site from the Placement drop down list:

Rotations
 Add placement

Rotation: TPS Demo Rotation (1/01/2013 - 31/12/2014)

Interrupted Training?

Placement: [Select]

Start date:

End date:

[Cancel](#) [Submit](#)

Set the start and end dates of the placement and click 'Submit'.

Rotations
 Add placement

Rotation: TPS Demo Rotation (1/01/2013 - 31/12/2014)

Interrupted Training?

Placement: TPS Demo Hospital

Start date:

End date:

[Cancel](#) [Submit](#)

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Please note:

Wherever possible, each placement should start on a Monday and end on a Sunday, even if a trainee begins mid-week. This is because trainees can only record a week by selecting the week-ending date (which is always Sunday). If a trainee begins on a Tuesday, select the Monday before; if a trainee begins on a Thursday, select the Monday after.

Adjusting information in the TPS

If there are details in the TPS that require amendment, this can be done at any time by clicking on the black arrow to the right of the screen, next to the relevant information.

For example, if you need to change rotation or placement information, you can click on the arrow next to the entry to access the screen where changes can be made.

Training site	Start date	End date	
TPS Demo Rotation (1/1/2013 - 31/12/2014)			
Unallocated	1/7/2013	31/12/2014	▶
TPS Demo Hospital	1/1/2013	30/6/2013	▶

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

[Add to rotation](#) [Add placement](#)

Please note: in some cases, you will need to first adjust a placement before rotation details can be amended. For further information refer to the [Troubleshooting](#)

Bulk placement

The bulk placement facility can be used to allocate more than one trainee to the same placement at the same time. This can be done once the trainees are allocated to your rotation.

Select 'Bulk placement' from the left-hand menu

Select your rotation from the 'Rotation program' drop-down list and this will search for and display a list of the trainees currently allocated to your rotation at the bottom of the screen.

Bulk placement

From placement

Rotation program: TPS Demo Rotation

Placement: [Select]

Start date: [Calendar icon]

End date: [Calendar icon]

Should you wish to refine the results of the search, you can select information from the 'Placement', 'Start date' and 'End date' fields in the 'From placement' section.

Select the trainees you wish to allocate to a particular placement by checking the box to the right of their name

College Id	First name	Last name	Current placement	Start date	End date	
46400		Trainee 1 - TPS Demo	TPS Demo Hospital	1/1/2013	31/12/2014	<input type="checkbox"/>
46401		Trainee 2 - TPS Demo	TPS Demo Hospital	1/1/2013	29/9/2013	<input type="checkbox"/>
46402		Trainee 3 - TPS Demo	TPS Demo Hospital	1/1/2013	29/12/2013	<input type="checkbox"/>
46403		Trainee 4 - TPS Demo				<input type="checkbox"/>
46404		Trainee 5 - TPS Demo				<input type="checkbox"/>
46408		Trainee 6 - TPS Demo				<input type="checkbox"/>

Showing 1 to 6 of 6 entries

First Previous 1 Next Last

Submit

Select the placement details from the 'To placement' section, including the 'Placement', 'Start date' and 'End date' fields.

To placement

Placement: [Select]

Start date: [Calendar icon]

End date: [Calendar icon]

Click 'Submit'

Traffic lights

A summary of the rules which guide the traffic lights in the trainee selection screen can be found here:

<http://www.anzca.edu.au/training/2013-training-program/pdfs/trainee-tps-user-guide-traffic-lights.pdf>

Notes

Rotational Supervisor Delegate

When the TPS was developed, an additional role was created called the Rotational Supervisor Delegate (ROTS Delegate). This role exists to provide administrative support to the rotational supervisor with their duties. The ROTS delegate cannot see trainee information but is able to place trainees in training sites. There are currently no ROTS delegates, but as a Rotational Supervisor, if you would like to nominate one, please contact the College at training@anzca.edu.au. The email should include the full name, email address, and contact phone number of the person you are nominating.

Additional rotations in the TPS

Two rotations have been created in the TPS.

The first, named 'Unspecified' exists to house the few training sites that do not belong to a rotation.

The second, named "TPS Demo Rotation" exists to facilitate testing and for training purposes.

Troubleshooting

1. Unknown trainee is appearing on list

In addition to having access to the profiles of those trainees allocated to your rotation, the TPS allows all rotational supervisors (ROTs) to see trainees who are not currently in a rotation. It also currently shows all ROTs trainees who are in a rotation without a rotational supervisor. (A process is underway to limit this to showing only trainees within the ROTS' jurisdiction.)

2. Contact Records Management at training@anzca.edu.au or +61 3 9510 6299 for any of the following:

- a. Trainee is not appearing on list
- b. Unable to adjust or remove a rotation
- c. Unable to adjust or remove a training site placement

Additional links

- A list of acronyms is located here: <http://www.anzca.edu.au/training/2013-training-program/pdfs/trainee-tps-user-guide-acronyms.pdf>
- [Regulation 37](#)
- [ANZCA Handbook for Training and Accreditation](#)
- [Anaesthesia Training Program Curriculum](#)
- [TPS help](#)