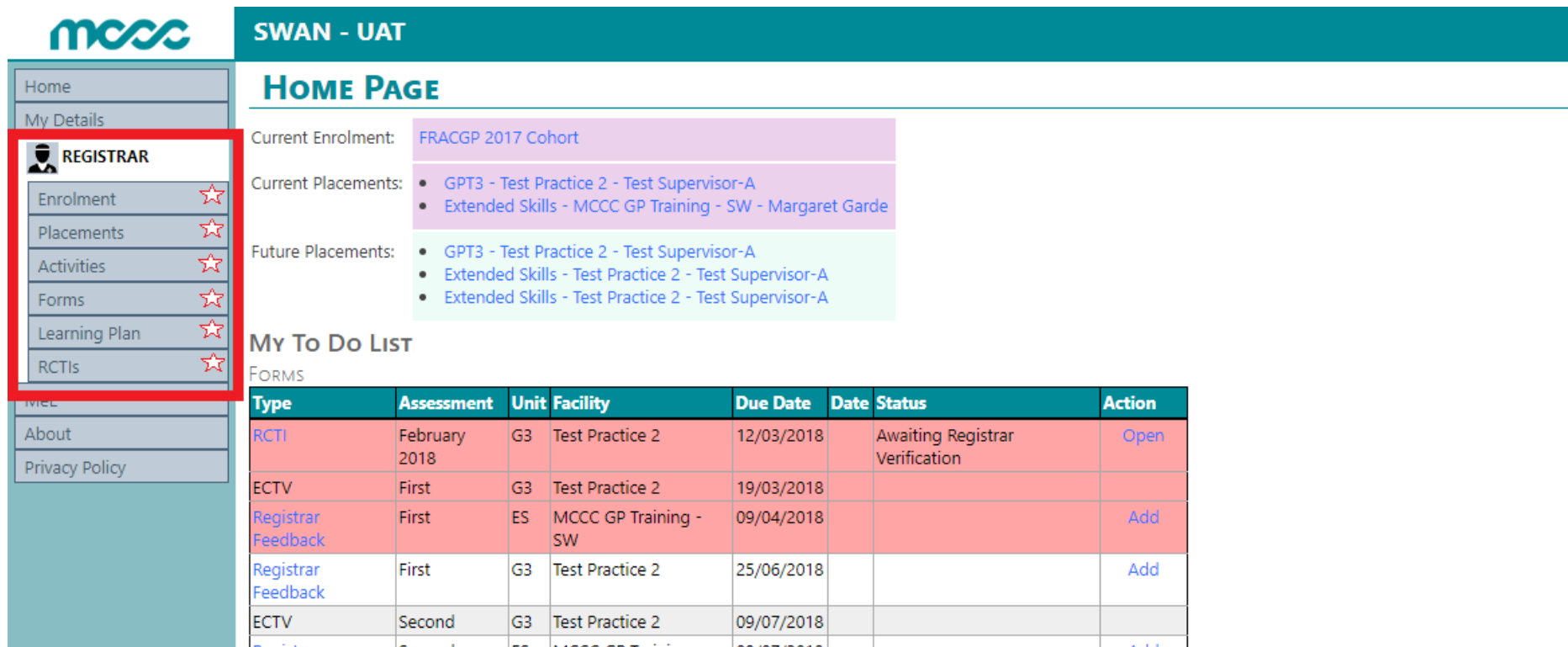


### REGISTRARS' SWAN GUIDE

#### Web Portal Overview

Through **SWAN**, there are many areas where you can review your training time, activities you have completed, and view completed reports. This guide will provide an overview of these as well as other items within SWAN you may not be aware that you can access.

You have a detailed **dashboard** which can be accessed by clicking on any heading under your **Registrar** profile, on the left of the page. This document will primarily be outlining features accessed on the dashboard and not addressing the home page. To access the dashboard, while on your home page click any of the sub-headings under your registrar profile (each of these are labelled below with a star):



**SWAN - UAT**

### HOME PAGE

Current Enrolment: [FRACGP 2017 Cohort](#)

Current Placements:

- GPT3 - Test Practice 2 - Test Supervisor-A
- Extended Skills - MCCC GP Training - SW - Margaret Garde

Future Placements:

- GPT3 - Test Practice 2 - Test Supervisor-A
- Extended Skills - Test Practice 2 - Test Supervisor-A
- Extended Skills - Test Practice 2 - Test Supervisor-A

#### My To Do List

FORMS

Type	Assessment	Unit	Facility	Due Date	Date	Status	Action
RCTI	February 2018	G3	Test Practice 2	12/03/2018		Awaiting Registrar Verification	<a href="#">Open</a>
ECTV	First	G3	Test Practice 2	19/03/2018			
<a href="#">Registrar Feedback</a>	First	ES	MCCC GP Training - SW	09/04/2018			<a href="#">Add</a>
<a href="#">Registrar Feedback</a>	First	G3	Test Practice 2	25/06/2018			<a href="#">Add</a>
ECTV	Second	G3	Test Practice 2	09/07/2018			
<a href="#">Registrar Feedback</a>	Second	ES	MCCC GP Training - SW	09/07/2018			<a href="#">Add</a>

Your dashboard will look like this:

The screenshot shows the Registrar Web Portal interface. At the top, there is a navigation bar with the MCCS logo and the text 'SWAN - UAT'. On the right side of the navigation bar, there are links for 'Contact Us', 'Find a Training Post', 'Print', and 'FAQs', along with contact information: 'Call 1300 MCCC GP (1300 6222 47)' and 'email swan@mccc.com.au'. Below the navigation bar, there is a sidebar menu on the left with options: Home, My Details, REGISTRAR (selected), Enrolment, Placements, Activities, Forms, Learning Plan, RCTI, Mail, About, and Privacy Policy. The main content area is titled 'REGISTRAR : TEST REGISTRAR-THREE' and has several tabs: Details (selected), Contact, Curriculum, Placement Schedule, Placements, Activities, Forms, RCTI, and Learning Plan. The 'Details' tab is active, showing a form with the following information:

First:	Test	Last:	Registrar-Three	<a href="#">Edit</a>
Preferred:				
ATSI:	no			

Across the top, you have several tabs: **Details, Contact, Curriculum, Placement Schedule, Placements, Activities, Forms, RCTI, and Learning Plan.**

You can open all of these tabs by pressing shift and clicking on any particular tab, or collapse all but the selected tab by shift-clicking again. You can also customise which tabs you have open by clicking on the check box next to each tab:

The screenshot shows the Registrar Web Portal interface with the 'Curriculum' and 'Placement Schedule' tabs selected. The 'Curriculum' tab shows the following information:

Curriculum:	FRACGP	Start:	06/02/2017
Cohort:	2017		
University:	James Cook University	Location:	Australia
Final Year Medical School:	2011		
ADF:	Nil		
GLAF No.:	170230		

The 'Placement Schedule' tab shows a Gantt chart with the following data:

Unit	Semester 1	Semester 2	Total FTE
2014.0	0.5	0.5	
H	1.0		52 done.
2014.1	1.0		
G1	0.5		26 done.
G2		0.5	26 done.
2018.1	1.0		
G3	0.5		10.8/21

Now we will go through each tab and its purpose and function. The first tab, **Details**, provides information about you, your training organisation and allocated region.

The second tab, **Contact**, shows your contact information. If these ever change, you can update them here by clicking on Edit to ensure we have accurate contact details for you in our system:

**REGISTRAR : TEST REGISTRAR-THREE**

[Details](#) | **[Contact](#)** | [Curriculum](#) | [Placement Schedule](#) | [Placements](#) | [Activities](#) | [Forms](#) | [RCH](#) | [LearningPlan](#)

Contact	
Mobile:	0411 111 111
Phone:	
Email:	test@mccc.com.au
Address:	10880 Malibu Point Malibu VIC 3212

[Edit](#)

When you click on edit, you will be taken to a new page where you can update your contact details. Once you are satisfied, click Save and this will update our system with your new details.

**EDIT PERSONAL DETAILS : TEST REGISTRAR-THREE**

Details	
Name:	Test Last Registrar-Three
Preferred Name:	
Contact	
Mobile:	0411 111 111
Phone:	
Email:	test@mccc.com.au
Address	
Address:	10880 Malibu Point
Suburb:	Malibu
State:	VIC
Post Code:	3212
Country:	
<a href="#">Save</a>   <a href="#">Save and Close</a>   <a href="#">Cancel</a>	

The **Curriculum** tab displays things such as your University, the college you are following, your cohort year, OLAF number (ie AGPT RIDE ID) amongst other information:

### REGISTRAR : TEST REGISTRAR-THREE

Curriculum			
Curriculum	FRACGP	Start	06/02/2017
Cohort	2017		
University	James Cook University	Location	Australia
Final Year Medical School	2011		
ADF	No		
OLAF No.	170230		

The **Placement Schedule** shows you which placements you have completed or are currently completing, and anything you have planned in the future (and also gives you an overview of your training time):

### REGISTRAR : TEST REGISTRAR-THREE

Placement Schedule			
Unit	Semester 1	Semester 2	Total FTE
H	2015:1 H	2015:2 H	52 done.
	2016:1 H	2016:2 H	
	2017:1 G1	2017:2 G2	
G1	2017:1 G1	2017:2 G2	26 done.
G2	2017:1 G2	2017:2 G2	26 done.
G3	2018:1 G3	2018:2 G3	10.8/21
ES	2018:1 ES	2018:2 ES	2.8/5
G3	2018:1 G3	2018:2 G3	0/5
ES	2018:1 ES	2018:2 ES	0/21

The **Placements** tab is similar to the **Placement Schedule**, but is displayed as a list rather than graphically and also lists your supervisor for that particular placement:

## REGISTRAR : TEST REGISTRAR-THREE

REGISTRAR : TEST REGISTRAR-THREE										
Registrar Placements										
ID	Unit Type	Facility	Supervisor	Start Date	End Date	Semester	FTE	HPW	RPL	RTP
19229	H	Barwon Health - The Geelong Hospital		15/04/2013	23/06/2013	MCCC:2013:1	10	38	RPL with Time Credit	MCCC
19233	H	Barwon Health - The Geelong Hospital		16/12/2013	05/01/2014	MCCC:2013:2	3	38	RPL with Time Credit	MCCC
19230	H	Barwon Health - The Geelong Hospital		03/02/2014	04/05/2014	MCCC:2014:1	13	38	RPL with Time Credit	MCCC
19231	H	St John of God Hospital - Warrnambool		05/05/2014	03/08/2014	MCCC:2014:1	13	38	RPL with Time Credit	MCCC
19232	H	Barwon Health - The Geelong Hospital		03/06/2015	01/11/2015	MCCC:2015:2	13	38	RPL with Time Credit	MCCC
17893	G1	Kensington Hill Medical Centre	Test Supervisor-A	06/02/2017	06/08/2017	MCCC:2017:1	26	38	Non RPL	MCCC
17894	G2	Kensington Hill Medical Centre	Test Supervisor-A	07/06/2017	04/02/2018	MCCC:2017:2	26	38	Non RPL	MCCC
20909	G3	Test Practice 2	Test Supervisor-A	05/02/2018	05/08/2018	MCCC:2018:1	20.7	30.3	Non RPL	MCCC
20910	E5	MCCC GP Training - SW	Test Supervisor-A	05/02/2018	05/08/2018	MCCC:2018:1	5.3	7.7	Non RPL	MCCC
20911	G3	Test Practice 2	Test Supervisor-A	06/08/2018	21/09/2018	MCCC:2018:2	5.3	30.3	Non RPL	MCCC
20912	E5	Test Practice 2	Test Supervisor-A	06/08/2018	21/09/2018	MCCC:2018:2	1.4	7.7	Non RPL	MCCC
20913	E5	Test Practice 2	Test Supervisor-A	22/09/2018	03/02/2019	MCCC:2018:2	19.3	38	Non RPL	MCCC

The **Activities** tab will list any activities you have completed throughout your training –things like **workshops, feedback reports, REST/CPR courses** and **training advisor** contacts will be listed here. Anything that is blue in the description column is a feedback report that you are able to click on and read:

## REGISTRAR : TEST REGISTRAR-THREE

REGISTRAR : TEST REGISTRAR-THREE						
Registrar Activities						
Type	UnitType	Start Date	End Date	Description	Hours	
External Clinical Teacher visit	G2	21/12/2017	21/12/2017	Registrar-Three Test - ECTV Feedback - GP2 - FRACGP		
Workshop	G2	08/12/2017	08/12/2017	SW 2017.2 GPT1/PRRT1/GPT2/PRRT2/GPT4/PRRT4 Chronic Disease, Musculoskeletal and	4.0	
Workshop	G2	08/12/2017	08/12/2017	SW 2017.2 GPT1/PRRT1/GPT2/PRRT2/GPT4/PRRT4 Chronic Disease, Musculoskeletal and	4.0	
Workshop	G2	07/12/2017	07/12/2017	SW 2017.2 GPT1/PRRT1/GPT2/PRRT2/GPT4/PRRT4 Chronic Disease, Musculoskeletal and	4.0	
Workshop	G2	07/12/2017	07/12/2017	SW 2017.2 GPT1/PRRT1/GPT2/PRRT2/GPT4/PRRT4 Chronic Disease, Musculoskeletal and	4.0	
Training Advisor Contact	G2	24/11/2017	24/11/2017			
Workshop	G2	10/11/2017	10/11/2017	SW 2017.2 GPT1/PRRT1/GPT2/PRRT2/GPT4/SA Geriatric Chronic Disease & Aged Care - F	4.0	
Registrar Feedback Forms	G1	10/11/2017	10/11/2017			
Workshop	G2	10/11/2017	10/11/2017	SW 2017.2 GPT1/PRRT1/GPT2/PRRT2/GPT4/SA Geriatric Chronic Disease & Aged Care - F	4.0	
Workshop	G2	09/11/2017	09/11/2017	SW 2017.2 GPT1/PRRT1/GPT2/PRRT2/GPT4/SA Geriatric Chronic Disease & Aged Care - T	4.0	
Workshop	G2	09/11/2017	09/11/2017	SW 2017.2 GPT1/PRRT1/GPT2/PRRT2/GPT4/SA Geriatric Chronic Disease & Aged Care - T	4.0	
Formative Assessment	G1	19/10/2017	19/10/2017			
Supervisor Feedback Forms	G2	13/10/2017	13/10/2017	Registrar-Three Test - Supervisor Feedback - G2/R2/G2 - GPT2 - FRACGP		

The **Forms** tab lists any feedback that has been completed on SWAN for 2018.1 onwards. This can also be opened and read:

### REGISTRAR : TEST REGISTRAR-THREE

[Details](#) | [Contact](#) | [Curriculum](#) | [Placement Schedule](#) | [Placements](#) | [Activities](#) | **Forms** | [RCTI](#) | [LearningPlan](#)

Form	Date	Facility	Supervisor	Status	Completed	Last Edit
<a href="#">Supervisor Feedback</a>	06/03/2018	Test Practice 2	Test Supervisor-A			06/03/2018

Click /ID or Double Click row to open. [1] Found

The **RCTI** tab lists any RCTIs that have been completed or created for any of your placements throughout your training. You can also open these and verify them if need be:

### REGISTRAR : TEST REGISTRAR-THREE

[Details](#) | [Contact](#) | [Curriculum](#) | [Placement Schedule](#) | [Placements](#) | [Activities](#) | [Forms](#) | **RCTI** | [LearningPlan](#)

Claim Month	Facility	Unit	Start Date	Status	Full Time
<a href="#">February 2018</a>	Test Practice 2	G3	05/02/2018	Awaiting Registrar Verification	No
<a href="#">January 2018</a>	Kensington Hill Medical Centre	G2	01/01/2018	Completed	Yes
<a href="#">December 2017</a>	Kensington Hill Medical Centre	G2	04/12/2017	Completed	Yes
<a href="#">November 2017</a>	Kensington Hill Medical Centre	G2	06/11/2017	Completed	Yes
<a href="#">October 2017</a>	Kensington Hill Medical Centre	G2	02/10/2017	Completed	Yes
<a href="#">September 2017</a>	Kensington Hill Medical Centre	G2	04/09/2017	Completed	Yes
<a href="#">August 2017</a>	Kensington Hill Medical Centre	G2	07/08/2017	Completed	Yes
<a href="#">July 2017</a>	Kensington Hill Medical Centre	G1	03/07/2017	Completed	Yes
<a href="#">June 2017</a>	Kensington Hill Medical Centre	G1	05/06/2017	Completed	No
<a href="#">May 2017</a>	Kensington Hill Medical Centre	G1	01/05/2017	Completed	Yes
<a href="#">April 2017</a>	Kensington Hill Medical Centre	G1	03/04/2017	Completed	Yes
<a href="#">March 2017</a>	Kensington Hill Medical Centre	G1	06/03/2017	Completed	Yes
<a href="#">February 2017</a>	Kensington Hill Medical Centre	G1	06/02/2017	Completed	Yes

[13] Found



The **Learning Plan** shows any items you have added to your Learning Planner, if you have chosen SWAN as the method to store your electronic learning plan. You can also add new items to the plan here by clicking on Add New in the top right hand corner of the table:

### REGISTRAR : TEST REGISTRAR-THREE

Learning Plan					
Date	Learning Need	Planned Activity	Relevant Learning	Reflection	Status / Priority
17/10/2017	<a href="#">Gastroenterology</a>	Review Gastro related CHECKS Compile 'smash notes' Review with study group.			To Start Medium
20/02/2017	<a href="#">Dermatology dx and management</a>	Dermatology case reviews i.e. medicine today dermatology quiz Attend procedural list with Dr Jones...			In Process Medium
20/02/2017	<a href="#">Mental Health</a>	Revision of previous notes for common mental health presentations Mentoring with Dr Cox Explore p...			To Start Medium
20/02/2017	<a href="#">Improve confidence with obstetric and gynaecological presentations</a>	Revision of O&G common cases; textbook by Dr De Costa Review of cases with O&G presentations with ...			To Start High

Double click Row to Open. Hover for quick view of extra info in Tooltips

MCCC is always looking for ways to improve its data management web portal.

If you have any ideas or comments about the SWAN platform, please e-mail [SWAN@mccc.com.au](mailto:SWAN@mccc.com.au) with your questions, ideas or comments.

Please contact MCCC for further information or assistance on 1300 MCCC GP (1300 6222 47).