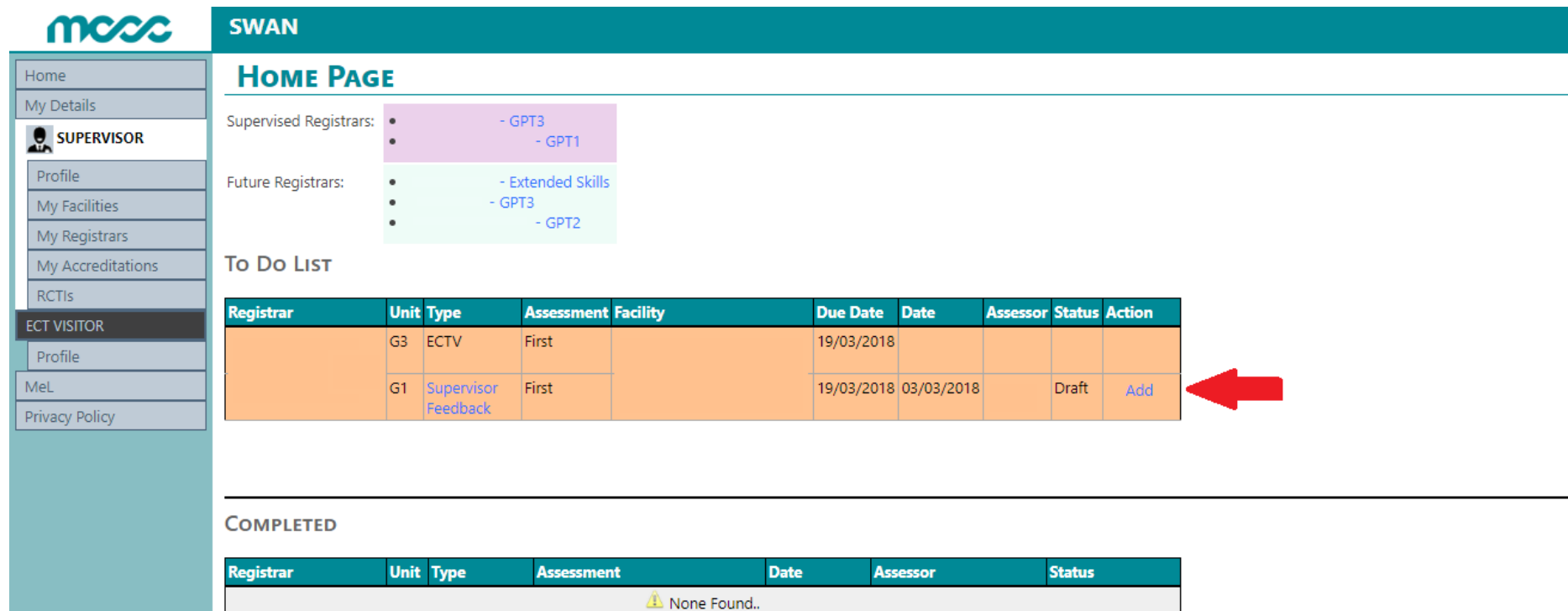


Entering Supervisor Feedback for Registrars into SWAN:

Feedback in relation to registrar training is now entered through **SWAN** and not the **Pivotal SmartClient**, as it has been done previously. There will be no more need to enter any feedback through the **Pivotal SmartClient**.

To enter supervisor feedback through **SWAN**:

Once on your homepage, you will see your supervised registrars, future registrars, and a to-do list. **The To-Do List** shows everything that is coming up for your registrars that requires to be completed. Locate the supervisor feedback line you wish to create and click on **Add** under the **Action** column to start the feedback:



The screenshot shows the SWAN system interface. On the left is a navigation menu with options like Home, My Details, and SUPERVISOR. The main content area is titled 'HOME PAGE' and includes sections for Supervised Registrars, Future Registrars, and a To Do List table. A red arrow points to the 'Add' button in the 'Action' column of the 'To Do List' table.

Registar	Unit	Type	Assessment	Facility	Due Date	Date	Assessor	Status	Action
	G3	ECTV	First		19/03/2018				
	G1	Supervisor Feedback	First		19/03/2018	03/03/2018		Draft	Add

Registar	Unit	Type	Assessment	Date	Assessor	Status
⚠ None Found..						

This will navigate you to a new page, in which you will be able to enter **Supervisor Feedback**. This will bring you to a new page, where clicking on **Save** will generate the form.

Once you submit the feedback, it will move up in the workflow status from **Draft** to **Awaiting MedEd Verify**. If you ever want to save and exit the feedback and return to it at a later date, you can do this by clicking the **Save** or **Save and Close** buttons at the very top of the supervisor feedback form.

mcss SWAN - UAT

FORM : SUPERVISOR FEEDBACK

Save **Save & Close** **Reset**

SUPERVISOR REPORT 05/03/2018

Assessor *

Registrar *

Registrar Unit * G1 :: 05/02/2018-05/08/2018 @University of Melbourne Shepparton Medical Centre ▼


Practice * University of Melbourne Shepparton Medical Centre *


Supervisor *

Region North East

Assessment * First ▼ *

This will enable you to come back to it and complete it later, and will be displayed on your To-Do List. To open it again, you will need to click on open to the very right, under **Action**, on your homepage under your **To-Do List**:



- Home
- My Details
-  **SUPERVISOR**
- Profile
- My Facilities
- My Registrars
- My Accreditations
- RCTIs
- MeL
- Privacy Policy

SWAN - UAT

HOME PAGE

Supervised Registrars:


- - Supervising

Future Registrars:

- - Extended Skills
- - **Supervising**
- - GPT2 - **Supervising**

To Do List

Registrar	Unit	Type	Assessment	Facility	Due Date	Date	Assessor	Status	Action
	G1	ECTV	First	University of Melbourne Shepparton Medical Centre	19/03/2018	27/02/2018		Draft	
	G1	Supervisor Feedback	First	University of Melbourne Shepparton Medical Centre	19/03/2018	05/03/2018		Draft	Open



To submit the form once it has been completed and no other action is required, you can then **comment** and **submit** the feedback for the registrar. The button to do this is located at the end of the form:

5. This report needs to be discussed with your registrar. Please tick that this has occurred.
 Yes No *

6. If applicable (report at end GPT2/PRRT2) have you discussed the DISQ results with your registrar?
 Yes No N/A *

Thank you for completing this form.

Additional information for registrars on Focused Learning Interventions or Remediation with Suspension from Training Time plans ONLY

Question	Tool	Tick if used
Which of the following have you used when conducting teaching session with your registrar?	Video	<input type="checkbox"/>
	Direct observation	<input type="checkbox"/>
	Role play	<input type="checkbox"/>
	Case-based discussion	<input checked="" type="checkbox"/>
	Wave consulting	<input type="checkbox"/>
	Focused tutorials	<input checked="" type="checkbox"/>
	Other (Please Specify)	<input type="text"/>

Please list the topics or themes that you have covered in some depth

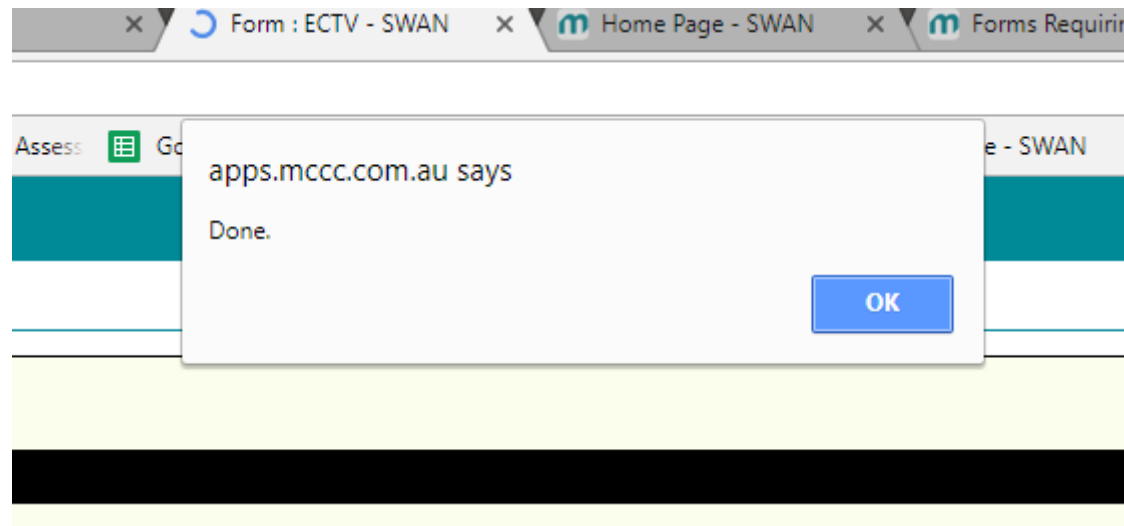
Save **Save & Close**

FORM ACTIONS:
Milestone Comment:

Submit Feedback

**** Please note – once the form is submitted, any comment you make will be visible by the registrar.**

A dialog box will then come up, confirming that the feedback has been successfully submitted. The feedback process is now complete:



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