

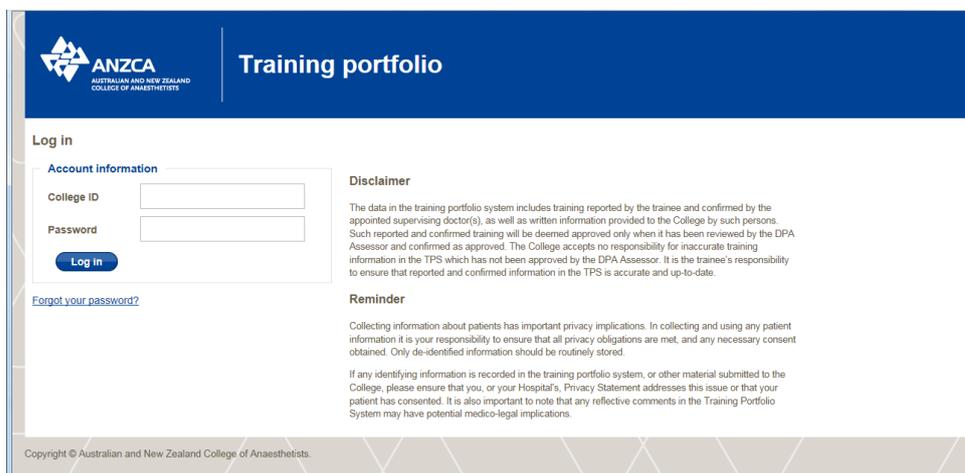
Training Portfolio Summary (TPS)/Trainee Summary Report Instructions

**Current/Continuing QARTS Trainees ONLY

Your TPS will **ONLY** be accepted in **PDF format**.

1. Log into your ANZCA Training Portfolio <https://tps.anzca.edu.au/Reports>

This screen will appear



The screenshot shows the ANZCA Training Portfolio login page. At the top left is the ANZCA logo (Australian and New Zealand College of Anaesthetists). The page title is "Training portfolio". Below the logo is a "Log in" section with a "Log in" button. To the right of the login form is a "Disclaimer" section with text: "The data in the training portfolio system includes training reported by the trainee and confirmed by the appointed supervising doctor(s), as well as written information provided to the College by such persons. Such reported and confirmed training will be deemed approved only when it has been reviewed by the DPA Assessor and confirmed as approved. The College accepts no responsibility for inaccurate training information in the TPS which has not been approved by the DPA Assessor. It is the trainee's responsibility to ensure that reported and confirmed information in the TPS is accurate and up-to-date." Below the disclaimer is a "Reminder" section with text: "Collecting information about patients has important privacy implications. In collecting and using any patient information it is your responsibility to ensure that all privacy obligations are met, and any necessary consent obtained. Only de-identified information should be routinely stored. If any identifying information is recorded in the training portfolio system, or other material submitted to the College, please ensure that you, or your Hospital's, Privacy Statement addresses this issue or that your patient has consented. It is also important to note that any reflective comments in the Training Portfolio System may have potential medico-legal implications." At the bottom left of the page is the copyright notice: "Copyright © Australian and New Zealand College of Anaesthetists."

2. Once logged in, to download the Training Portfolio Summary (TPS)/Trainee Summary Report, click the *Reports* tab on the left hand menu as displayed below.



3. Download your Training Portfolio Summary (TPS)/Trainee Summary Report in **PDF FORMAT ONLY**. **Photos will NOT be accepted.**
4. Upload to your QLD Health RMO Campaign application where required.

NOTE: If you have any issues in downloading in PDF format, please contact Head Office in Melbourne.

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