

RGPSA TMS Portal User Guide



Welcome to the Rural Generalist Program South Australia (RGPSA) Training Management System (TMS) Portal. This manual will help you navigate and use the portal for submitting and managing grant applications and related documents.

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Contact and Support:

If you require further assistance or have questions, please get in touch with the Rural Generalist Coordination Unit via email: Health.SARuralGeneralistTraining@sa.gov.au

1. Login and authentication

The RGPSA TMS Portal can be accessed via the RGPSA website:

<https://www.ruralgeneralist.sa.gov.au/rgpsa-tms-portal>

When accessing the RGPSA Portal, users will be automatically redirected to the Australian Government Digital ID System, where they can use a Digital ID, such as myID (formerly myGovID), to log in to the RGPSA Portal. Digital ID is a secure, convenient and voluntary way to verify and reuse your ID online.

Step 1: When you first access the portal you will be redirected to the Digital ID System.

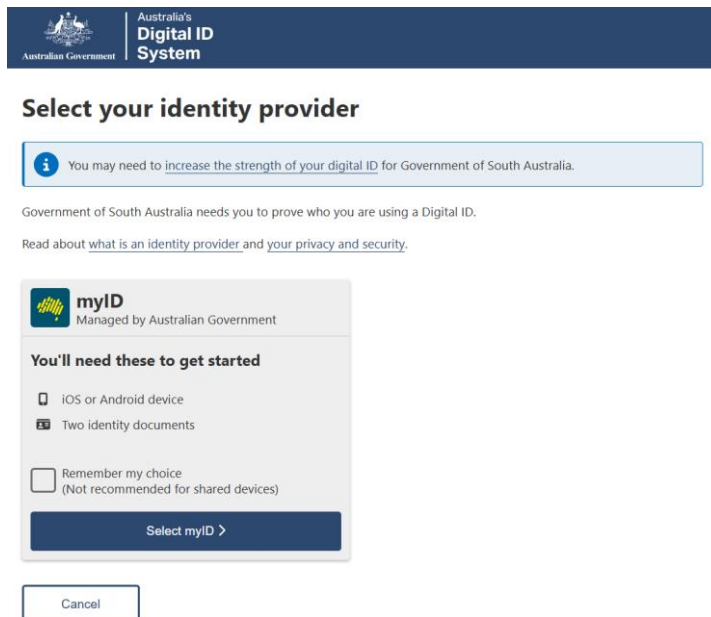
You will first see a loading screen that states:



You're being redirected to identity.gov.au

This indicates that your request is being routed to the Digital ID System.

Step 2: Select Identity Provider



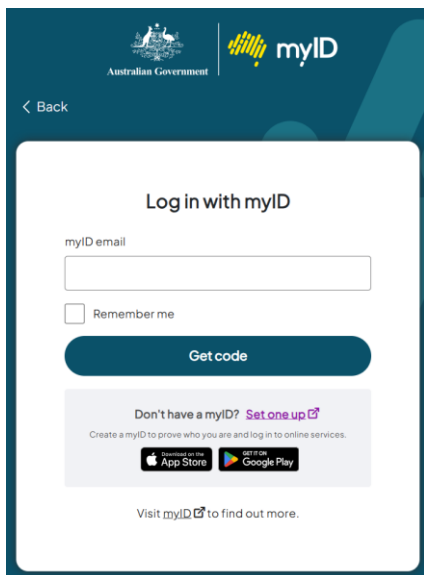
Once the redirection is complete, you will arrive at the **Digital ID System – Identity Provider Selection** page.

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To proceed:

- Select a Digital ID option, such as **myID** (shown in the screenshot).
- You will need:
 - A smart device (iOS or Android)
 - A personal email address
 - Two identity documents (e.g., driver's licence, passport).



If you do not already have **myID**, download the app to your smart device and complete the setup before entering your personal email address into the screen above.

Visit [Australia's Digital ID System](https://www.myid.gov.au/how-set-myd) or <https://www.myid.gov.au/how-set-myd> for specific information about how to create, set up and use your Digital ID.

After you enter the code provided on the screen into your myID app, the screen will refresh and successfully log you in. You will then be asked to consent to share the personal details from your Digital ID with the South Australian Government, before being redirected to the RGPSA Portal.

2. Sign Up Form – User Type Selection

After successfully authenticating with a Digital ID such as myID, new users accessing the RGPSA Portal for the first time will be prompted to complete a **Sign Up Form**. This step is essential for setting up your user profile within the system.

Purpose of the Form

The Sign Up Form helps the RGPST team determine your role within the system and configure your access accordingly. You must complete this form before applying for grants or using other portal services.

Who is the Portal For?

The portal supports the following user types:

Doctors in Training – Trainee

- Medical students in their final two years of study who are interested in rural generalist training.
- Aboriginal and Torres Strait Islander medical students exploring the rural generalist pathway.
- Junior doctors, TMOs, and registrars on or exploring the rural generalist pathway.
- GPs seeking to become rural generalists.

Primary Placement Host – Organisation Contact

- Medical Education Officers, Directors of Clinical Training (DCTs), Practice Managers, or supervisors involved in skills consolidation training placements.



RGPST Portal

[Home](#) | [Sign up to the Program](#) | [Contact Us](#) |

To be able to access RGPST services including applying for grants, you must first complete this Sign up Form.

[This portal is for:](#)

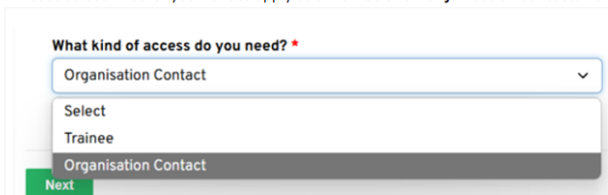
Doctors in training - **Trainee**

- Medical students in the last two years of medical school who are interested in pursuing a rural generalist career and transition to rural training
- Aboriginal and Torres Strait Islander medical students at any level who are interested in exploring the rural generalist pathway and transition to rural training
- Junior doctors, TMOs and registrars on the rural generalist pathway or wanting to explore the rural generalist pathway
- Fellowed GPs wanting to train to be a rural generalist

Primary Placement Host **Organisation** for doctors needing skills consolidation

- Main organisation contact person
examples: Medical Education Officer, DCT or Practice Manager
- Supervisor/primary mentor

Please select whether you want to apply as a **Trainee** or an **Organisation contact**. We will notify you via email once you have been granted access to the portal.



What kind of access do you need? *

Organisation Contact

Select

Trainee

Organisation Contact

Next

Step-by-Step: Completing the User Type Selection

1. What kind of access do you need?

You will be presented with a dropdown menu asking what kind of access you require:

- Trainee
- Organisation Contact

2. Make your selection based on your role.

- Select **Trainee** if you are applying for a grant or training as a medical professional.
- Select **Organisation Contact** if you are coordinating placements or supporting training programs.

3. Click **Next** to proceed with the form relevant to your selected user type.

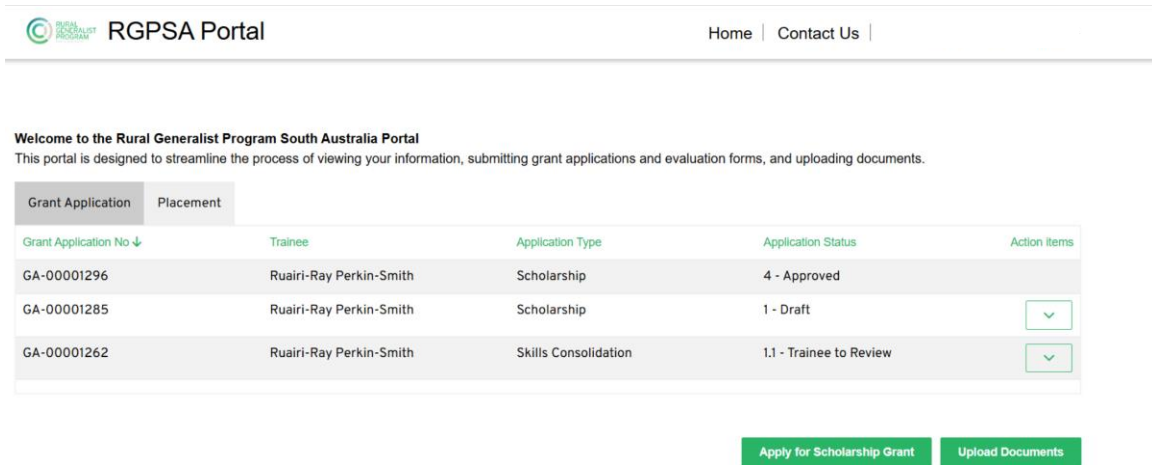
 Your access to the portal will be reviewed, and you will be notified via email once it has been granted.

3. Portal Overview

- Once you've received notification confirming that your access has been granted, you can return to the RGPSA Portal and log in.
- Upon successful login, the **Grant Application** section will be displayed by default.
- The RGPSA Portal is designed to streamline the following tasks:
 - Update contact information
 - Grant applications including:
 - Submitting new applications
 - Viewing the status of grant applications
 - Providing feedback for evaluation
 - Uploading required documents including:
 - receipts and reimbursement claim forms
 - evidence of course attendance/completion
 - Placements (trainees only): view placement details and confirm if they are accurate. This is especially important for management of the training pipeline (understanding what training is occurring where and when) contributing to workforce planning and enables the RGPSA to meet its Commonwealth Government training data obligations.

4. For Trainee

Overview



RGPSA Portal Home | Contact Us

Welcome to the Rural Generalist Program South Australia Portal
This portal is designed to streamline the process of viewing your information, submitting grant applications and evaluation forms, and uploading documents.

Grant Application | Placement

Grant Application No ↓	Trainee	Application Type	Application Status	Action Items
GA-00001296	Ruairi-Ray Perkin-Smith	Scholarship	4 - Approved	
GA-00001285	Ruairi-Ray Perkin-Smith	Scholarship	1 - Draft	▼
GA-00001262	Ruairi-Ray Perkin-Smith	Skills Consolidation	1.1 - Trainee to Review	▼

Apply for Scholarship Grant | Upload Documents

- Once a **Trainee** has completed the sign-up process and received approval to access the RGPSA Portal, they will be directed to the **Grant Application list**. This is the default landing page for all trainee users.
- This page is designed to help trainees manage their grant-related activities in a clear and streamlined way. It provides a summary view of both current and past applications, including key status updates and available actions.
- Trainees can:
 - Create a new Scholarship application
 - Upload supporting documents directly to their account
- After an application has been submitted, it can no longer be edited by the user. If further information is needed, the RGPSA team will contact the user directly via email. In some cases, the application status may be reverted to **Draft**, allowing the user to make any required updates.
- If the user is listed as the trainee on a **Skills Consolidation grant** application, a **Training Plan** will be generated. The trainee will then be required to review the plan and either **confirm** or **reject** it.
- When a **Skills Consolidation grant** funded placement completes, an **evaluation request** will be automatically generated for the trainee. The trainee will be notified via email and will be able to submit their evaluation and feedback through the portal.

Scholarship Application

i The form could not be submitted for the following reasons:
Where are you currently working? is a required field.

Work Experience

Applicant Name
Ruairi-Ray Perkin-Smith

Where are you currently working? *

Indicate your training pathway
Select ▼

Advanced Skill(s) completed (if relevant) - 1
Select ▼

Indicate your college
Select ▼

Advanced Skill(s) completed (if relevant) - 2
Select ▼

Year Advanced Skill completed - 1

Year Advanced Skill completed - 2

Have you obtained Fellowship?
☒ No ☐ Yes

Save & Next

Step **1** Of **5**

- This screen represents **Step 1 of 5** in the multi-step Scholarship Application process within the RGPSA Portal. Each step gathers essential information needed to assess and process your application.
- Some fields are **required** and must be completed before moving forward. Required fields will be marked with a red asterisk (*).
- If required information is missing, a validation error will appear at the top of the page (as shown in the screenshot). You must resolve these errors before continuing.

Rural Procedural Consolidation Term Trainee Learning Plan

1 - Draft

Review Learning Plan

1.1 - Trainee to Review



- If the user is nominated as the **Trainee** for a **Skill Consolidation** application, a **Training Plan** will be generated and made available for their review.
 - The training plan consists of two sections:
 - The **top section** is read-only and includes the training details and duration, as defined by the hosting organisation.
 - The **bottom section** must be completed by the trainee, capturing their own input and reflections in relation to the training.
- Once the trainee completes and saves their portion of the plan, they will be redirected to a summary view of the training plan.
- From this summary screen, the trainee must either:
 - **Confirm** the training plan, indicating acceptance; or
 - **Reject** the training plan, if they do not agree with the outlined terms.

Please review the learning plan details and provide your consent at the bottom of the page.

Trainee Learning Plan

Duration of position - start date

24/02/2025

Duration of position - end date

25/03/2025

What are the goals for this skills consolidation post?

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Please describe how you will be mentoring the trainee and how you intend to transition them to fully independent practice within the time frame of the post?

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How do you plan to achieve these goals over the course of your consolidation post?

test

Do you foresee any barriers that might impact your ability to achieve these goals and how might these be addressed?

test

Do you have any other comments or considerations?

test

Previous

Accept

Decline

Evaluation and Feedback

Review Placement Details

When a **placement period** is created for a user, it will appear under the **Placement** tab within the RGPSA Portal. This section allows trainees to view all current and past placement periods assigned to them.



RGPSA Portal

[Home](#) | [Contact Us](#) |

Welcome to the Rural Generalist Program South Australia Portal

This portal is designed to streamline the process of viewing your information, submitting grant applications and evaluation forms, and uploading documents.

Grant Application		Placement						
Name	Rotation	Start Date ↑	End Date ↑	Roster	Placement No	Status Reason	Action items	
TERM 1 Interns FUN	Intern - EMERGENCY / RFDS - (2)	10/01/2023	17/04/2023	2023 FUN Intern Roster	PL-00001037	Awaiting Confirmation	View Details	
TERM 1 Interns FUN	Intern - GENERAL MEDICINE - (1)	10/01/2023	17/04/2023	2024 FUN Intern Roster	PL-00001041	Trainee Rejected	View Details	

Placement Status and Actions

- When a **new placement period** is created, it will be listed with the status **Awaiting Confirmation**.
- The user will see an **action button** next to the placement entry, allowing them to **view details** of the placement.

General

REGARDING

Roster *

2023 FUN Intern Roster

Rotation *

Intern - EMERGENCY / RFDS - (2)

Trainee

Eben Haney Riley

Grant Application

—

INFORMATION

Name *

TERM 1 Interns FUN

Start Date

10/01/2023

End Date

17/04/2023

[Confirm](#)
[Reject](#)

- The placement details include:
 - Training roster name which includes the year and training level
 - Rotation information
 - Trainee name
 - Start and end dates
 - Associated grant application (if any)

Responding to a Placement

After reviewing the details, the trainee has two options:

- **Confirm:**
If the trainee accepts the placement, they can click the **Confirm** button. The placement status will then update to **Trainee Confirmed**.
- **Reject:**
If the trainee chooses to reject the placement, they will be prompted to provide a **reason** in the comments section before the rejection can be submitted. Once rejected the placement status will change to **Trainee rejected** and an automated email will be sent to the RGPSA team to review.

Comment

Please provide details of why this placement is not suitable *

this is not good

Previous

Reject

5. For Organisation Contact

Overview

Organisation Contacts are responsible for initiating **Skill Consolidation** applications. Please review the **RPCT (Rural Procedural Consolidation Training)** grant guidelines prior to starting an application.

[RPCT Grant Guidelines](#)

Rural Procedural Consolidation Term Applications

Step 1: Each application must specify:

- A defined **discipline area** for the skill consolidation, and
- The **duration** of the proposed training period.

Step 2: Trainee Identification

About the Rural Procedural Consolidation Term

Skills consolidation discipline area *

Adult Internal Medicine

Duration of position - start date *

04/03/2025

Duration of position - end date *

21/03/2025

Have you already identified a trainee for this position *

☐ No ☒ Yes

Trainee's Medical Registration Number

Unable to find a match to the provided medical registration number. Please check the number and direct your trainee to sign up to the RGPSA if they have not yet done so. If your trainee has signed up and the medical registration number is correct please email health.SARuralGeneralistTraining@sa.gov.au.

Trainee

Step 2 Of 8

During Step 2, if a trainee has already been identified:

- The Organisation Contact can search for the trainee using their medical registration number.
- If the provided medical registration number cannot be matched to an existing trainee in the system, the system will display a prompt advising that the trainee does not exist in the system. You will then need to ask the trainee to sign up to the RGPSA via the portal before you can add them and continue with the application.

- Once a trainee is successfully identified, the applicant (Organisation Contact) must enter the **RPCT (Rural Procedural Consolidation Training)** placement details.

If a trainee has **not yet been identified**, the applicant will have the option to **request assistance from RGPSA** with the recruitment process.

Step 3: Additional Application Requirements

As part of the Skill Consolidation application, the Organisation Contact must also:

- Provide a detailed **training plan** tailored to the identified or prospective trainee.
- Enter **site details** and ensure that accreditation information is included.
- Provide community need justification.
- Supply a detailed **funding breakdown**, specifying:
 - The **amount requested** for each item of expenditure.
 - Any **in-kind contributions** associated with each expenditure item.

Rural Generalist Coordination Unit, Rural Support Service, BHFLHN, to make any grant payments; and

- I will regard all communication with the Rural Generalist Coordination Unit, Rural Support Service, BHFLHN, as confidential and not disclose its contents without the RGCU's prior written consent.

Do you agree on Privacy Notice *

☐ No ☒ Yes

[Previous](#) [Send To Trainee To Review](#)

Step 8 Of 8

Once all required information has been entered, the application will be sent to the **nominated trainee** for review. An email notification will be automatically sent to the identified trainee.

Step 4: The trainee can then log into the account with the RGPSA Portal to provide their input into the training plan and then **either confirm or reject the training plan**:

- If the trainee **confirms** the training plan, the application status will be updated to **Submitted** and forwarded to the RGPSA team for formal review.
- If the trainee **rejects** the training plan, the applicant (organisational contact) will be notified via email. The application will then revert to **Draft** status. In this case, the applicant must contact the trainee to resolve any issues and update the training plan as needed before resubmitting it again for trainee review repeating Step 4.

Evaluation and Feedback

At the completion of a Rural Procedural Consolidation Term (skills consolidation) training placement an automatically generated evaluation and feedback questionnaire is generated. When this evaluation request is created for the user, they will receive an email. Users can log into the portal to provide their evaluation and feedback for the application.

Step 1: Using the Evaluation Form

The evaluation form is designed to collect feedback from the organisation (particularly the main mentor/supervisor) about how the trainee's skills consolidation placement went. The form includes a combination of drop-down selections, text fields, and yes/no questions.

Supervisor Evaluation

Location

—

Trainee

Eben Haney Riley

Skills Consolidation area

Anaesthetics

Supervisor

Ruairi-Ray Perkin-Smith

Evaluation date

—

Commencement

DD/MM/YYYY

Completion

DD/MM/YYYY

How many periodic reviews were undertaken with the trainee during the skills consolidation post?

☐ Were you able to implement the Learning Plan as per the initial application form?

If "No" what aspects of the Learning Plan remain incomplete?

Where there any barriers encountered in delivering the Learning Plan?

What was the effect on the recipient now having received this further education and training?

Describe the lessons learnt or areas that need improvement in delivering the skills consolidation post and Learning Plan:

☐ If this Grant was not available to your service, would you have had capacity to fund and train the recipient?

☐ Did this Grant provide the opportunity for a Rural Generalists to develop skills that are critical to meeting the health needs of the local community?

I declare that any funding received through this grant for supervision was expended towards my time as a supervisor in appropriately decreasing amounts as the trainee moved to independent practice. *

☒ No ☐ Yes

Submit

Complete all sections in the form and then submit.