

# TURAS - PROGRAMME DIRECTOR GUIDE

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# 1 Introduction

Turas is the Training Management system for the Scotland Deanery. Turas is an online system designed for maintaining information on NHS Scotland Medical and Dental Trainees, Trainers, Programmes, Educational Providers and Study Leave.

**Definition: “Turas from the Scottish Gaelic for Journey or Visit”**

This guide is specific to the programme director functions with-in Turas and the management of programmes, trainees and study leave.

Field labels and drop-down lists used throughout Turas, where available, is terminology as defined by the regulator for medical trainees and trainers the General Medical Council (GMC) and for dental trainees and trainers the General Dental Council (GDC) with information on specialties, location provided by the Information Statistics Division (ISD).

## 1.1 Purpose of the User Guide

External access developed for Programme Directors to will allow them to view their programme, trainees in that programme and trainer supervising trainees in the programme, study leave transactions and to authorise study leave.

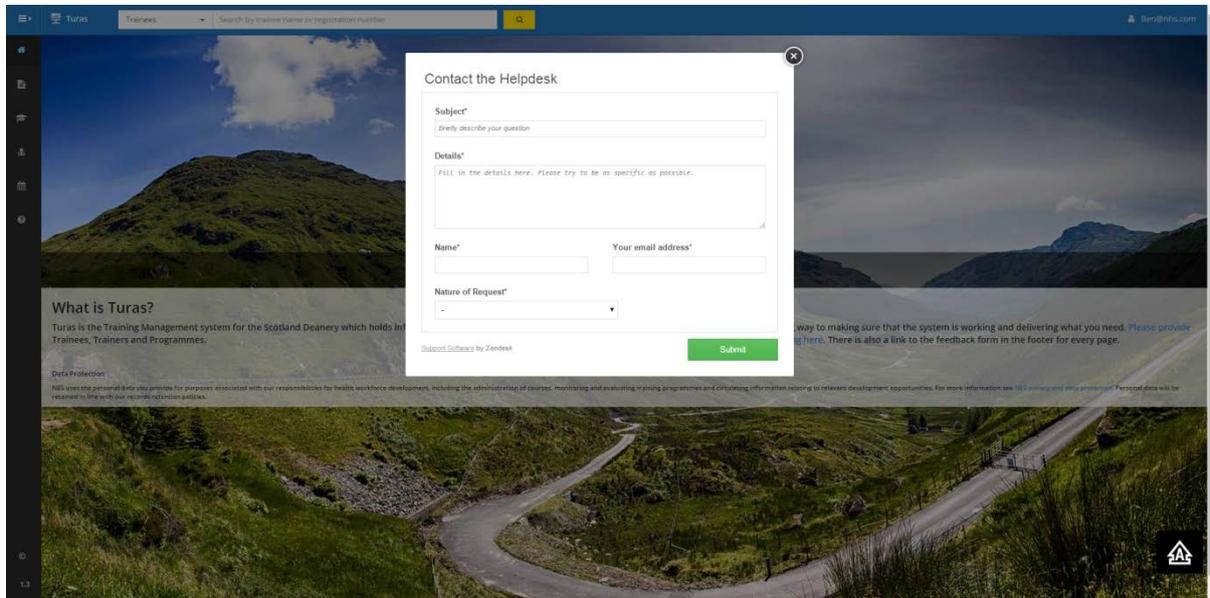
## 1.2 Accessing Turas

Programme Directors (PD) will Log into Turas via a link sent to them via email, this should be saved in your Favourites.



From the 'Log In' page, PDs can retrieve their password by clicking on the 'Forgotten your Password?' link. PDs will need to enter their email address and the user will be sent an email containing the link to reset your password.

Also from the 'Log In' page user can also receive technical support and help by clicking the "Contact the helpdesk". **Note:** this is for technical queries and support only.



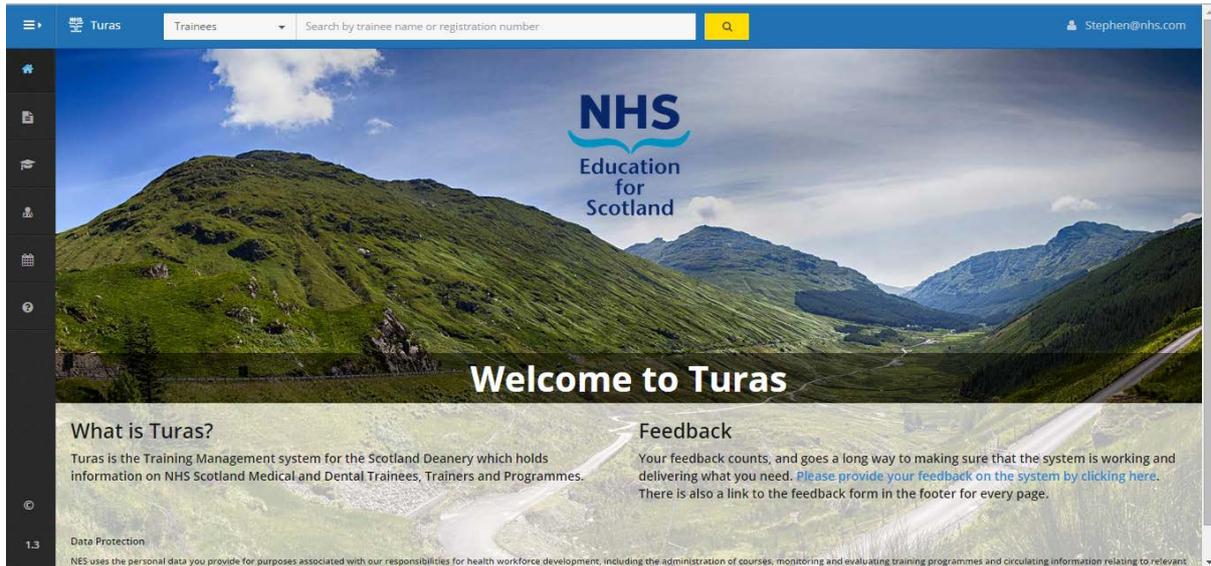
The Helpdesk is for the user to raise any technical faults. After clicking on the Helpdesk icon, the user can enter

- Subject
- Details
- Name
- Email address
- Nature of Request – Select from a drop down list
  - -
  - I cannot log into Turas
  - I have identified a functional defect in Turas
  - I have identified a data defect in Turas

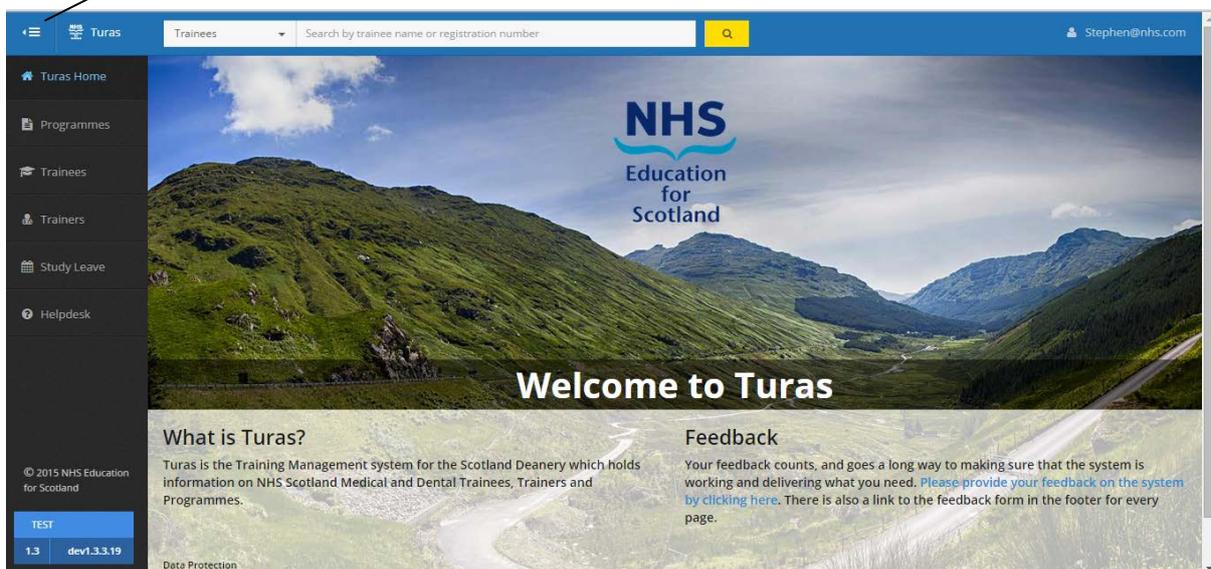
Users can give feedback on the system and the form can be accessed at the bottom of any of the pages in Turas. Feedback could include future requirement and features as well as additional reporting requirements. This form should also be used if you notice any data that is incorrect.

## 1.3 Home Page

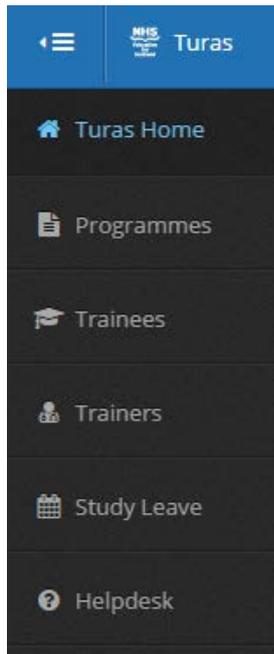
The home page, expanded view allows the user to view the icon and names on the left hand-side of the page, the user as required can collapse this (see below).



Click to collapse or expand the sidebar

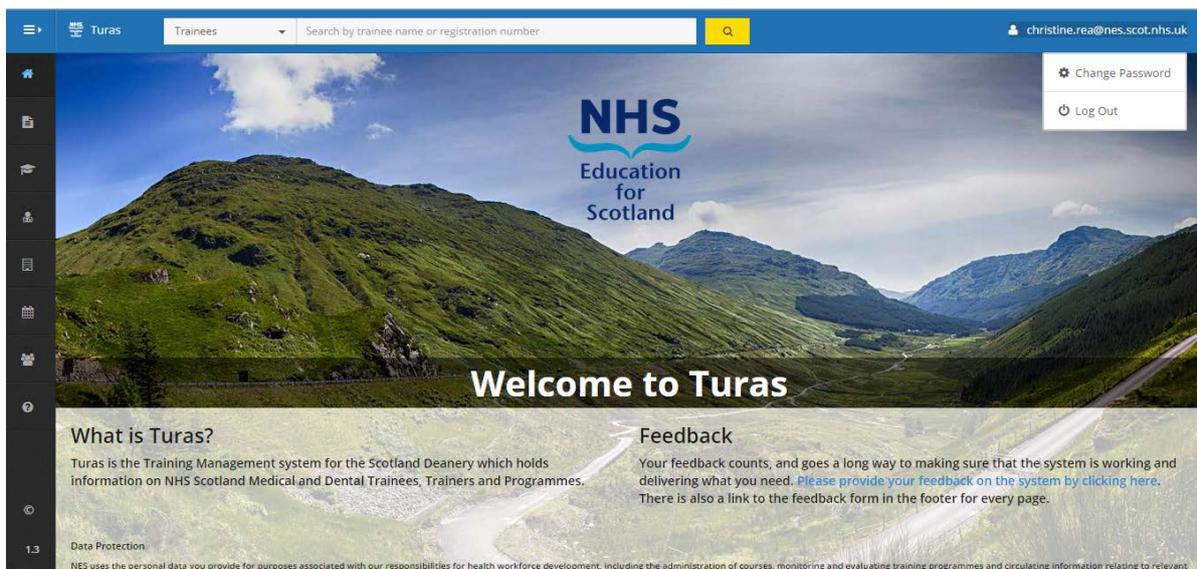


Programme Directors can click and search on the following.



## 1.4 Change Password

Users have the option to change password by clicking on their email in the top right hand corner of the screen and selecting change password. Passwords must be six characters or more, have at least one non-letter or digit characters, at least one digit, at least one lowercase (a-z) and at least leave one uppercase (A-Z).

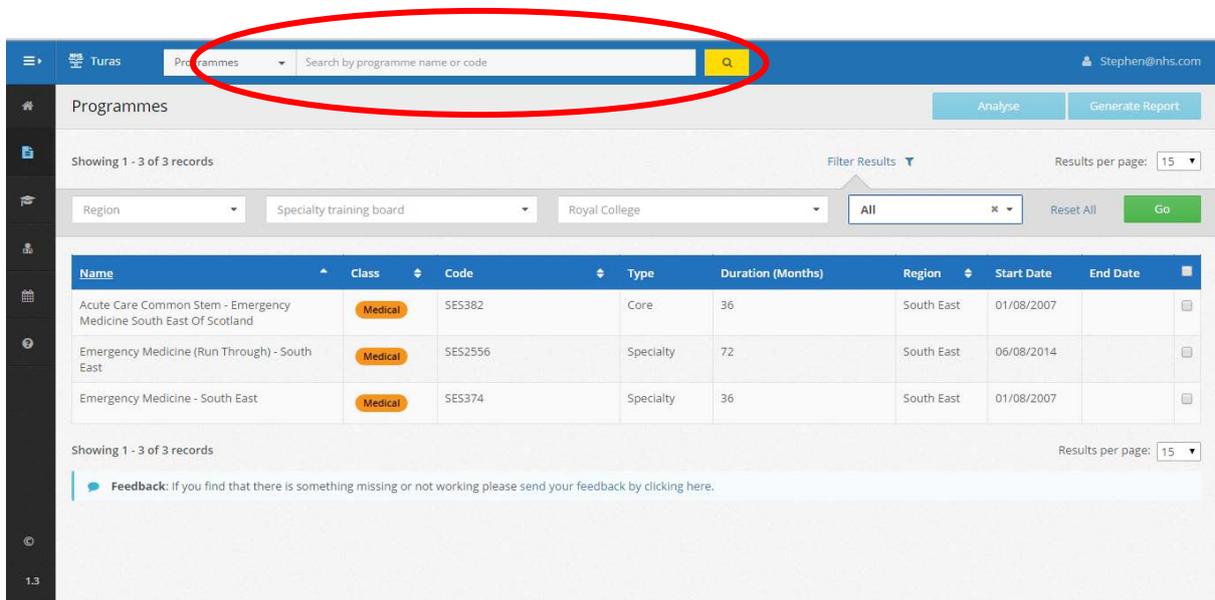


## 1.5 Links to Other Systems

There is a nightly download from Turas to SOAR (Scottish Online Appraisal Resource), for information on Trainees and Trainers. SOAR is applicable to medical trainees and trainers only.

## 1.6 Search Function

As a Programme Director, you have access to the programme or programmes you manage and the trainees linked to them. You can search on any of the icons (Programme, Trainee, Trainer, Study Leave). Select the icon you wish to search on, and you can start the search by typing in the search box below and pressing return.

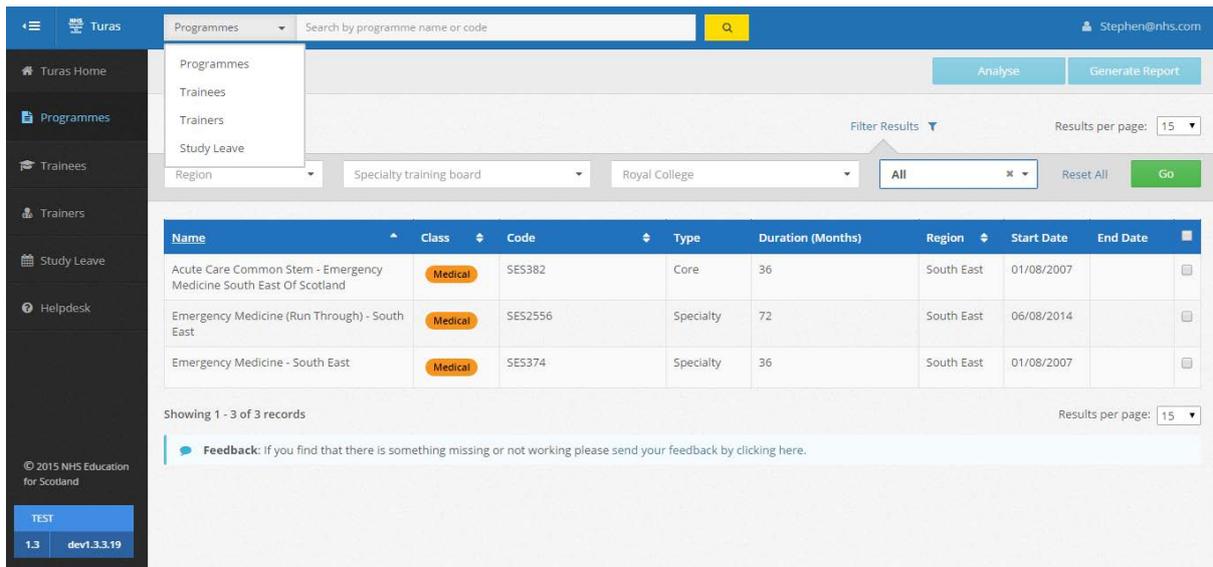


The screenshot shows the Turas web application interface. At the top, there is a navigation bar with the Turas logo and a search bar. The search bar is highlighted with a red circle and contains the text "Search by programme name or code". Below the search bar, there are several filters and a "Go" button. The main content area displays a table of programmes with the following columns: Name, Class, Code, Type, Duration (Months), Region, Start Date, and End Date. The table contains three rows of data:

Name	Class	Code	Type	Duration (Months)	Region	Start Date	End Date
Acute Care Common Stem - Emergency Medicine South East Of Scotland	Medical	SES382	Core	36	South East	01/08/2007	
Emergency Medicine (Run Through) - South East	Medical	SES2556	Specialty	72	South East	06/08/2014	
Emergency Medicine - South East	Medical	SES374	Specialty	36	South East	01/08/2007	

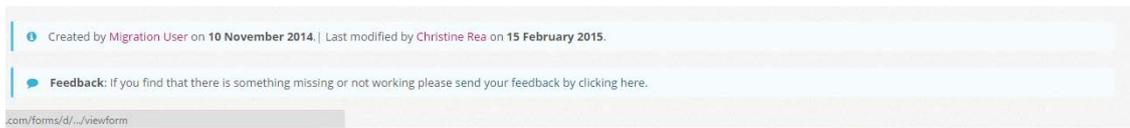
Below the table, there is a feedback message: "Feedback: If you find that there is something missing or not working please send your feedback by clicking here."

Throughout the system, users can search in any of the areas by selecting the icon or by clicking the down arrow on the search box (see below) and selecting from the list.



## 1.7 Additional Functionality

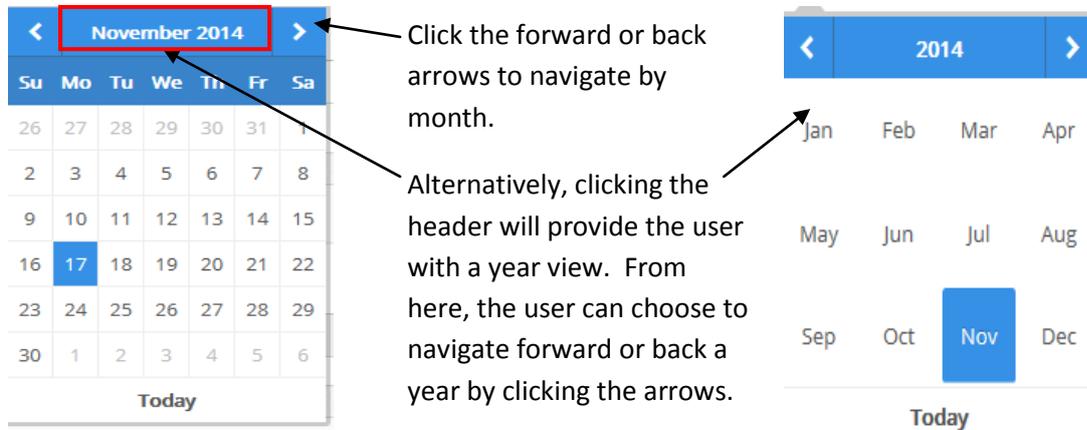
The names of the user who created or modified any of the items on a page are displayed at the bottom of the page in the format 'Created by', 'Modified by'.



- The pages are paginated so the user can move between pages to view all
- The User can cut and paste any of the lists to excel
- From the trainee page, the user can email the trainee by clicking on the trainees email
- All Education Providers are linked to Parent Education Providers in the back end of the system and are populated on reports

## 1.8 Calendar

The Calendar has functions to make the date & year selection easy for the user:

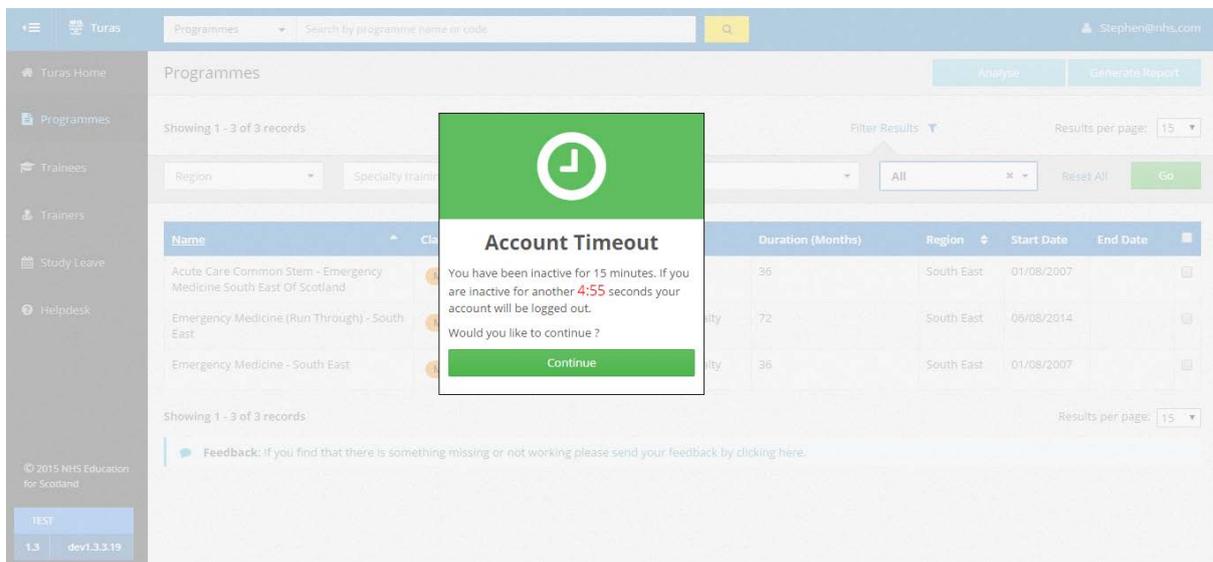


The user can also select a year by clicking on the header again to see all years in the current decade.

The Calendar has a Date and Year feature. Double arrow buttons to allow the user to flick forward by years rather than months.

## 1.9 Time out

If your account is inactive for 15 minutes, you will be timed out. The user will be given a warning with the option to proceed.



## 2 Training Programme

All Medical Training Programmes listed in Turas are approved by the GMC. The list of programmes and approved training locations for each specialty programme can be viewed on GMC Connect.

GMC Connect is the system from managing the secure transfer of data both into and out of the GMC and can only accessed with a login name and password.

The GMC define a programme as:

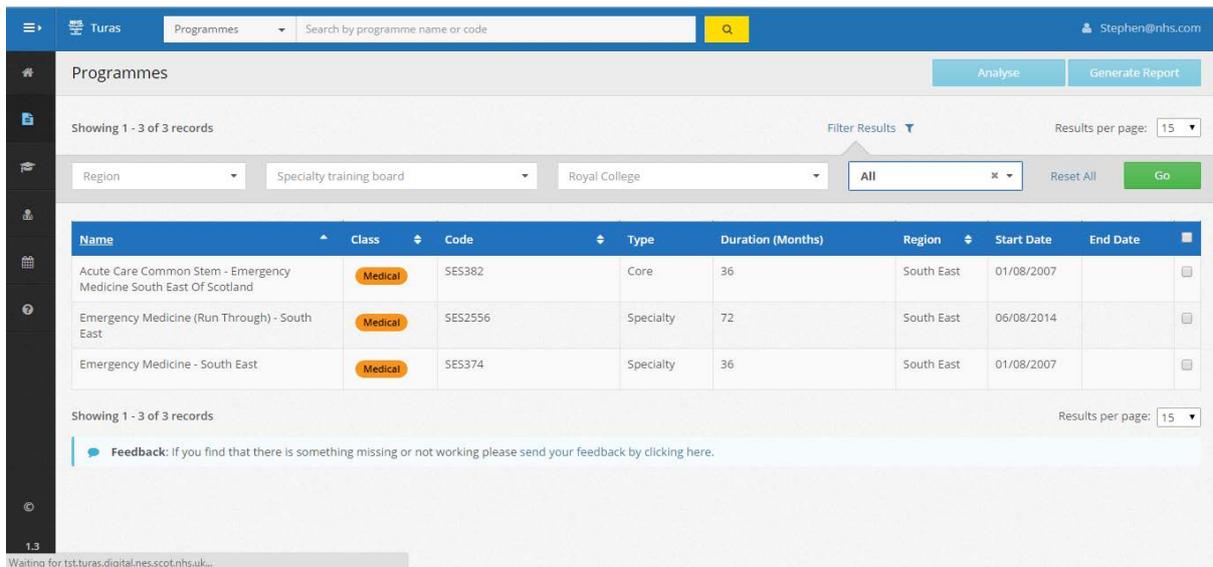
*“A programme is a formal alignment or rotation of posts which together comprise a programme of training in a given specialty or subspecialty. A programme may either deliver the totality of the curriculum through linked stages in an entirety to CCT, or the programme may deliver different component elements of the approved curriculum (e.g. where an approved curriculum distinguishes an early ‘core’ element such as core medical training and then a later specialty-specific element to complete the training to CCT, there will be two programmes approved)”.*

GMC website assessed 17/11/2014 ([http://www.gmc-uk.org/education/programme\\_approval.asp](http://www.gmc-uk.org/education/programme_approval.asp))

For Dental Programmes, NES is involved in education and training for dentists throughout their career from Undergraduate to CPD. NES co-ordinates vocational and foundation training and for specialty training co-ordinates the number of training places available in Scotland.

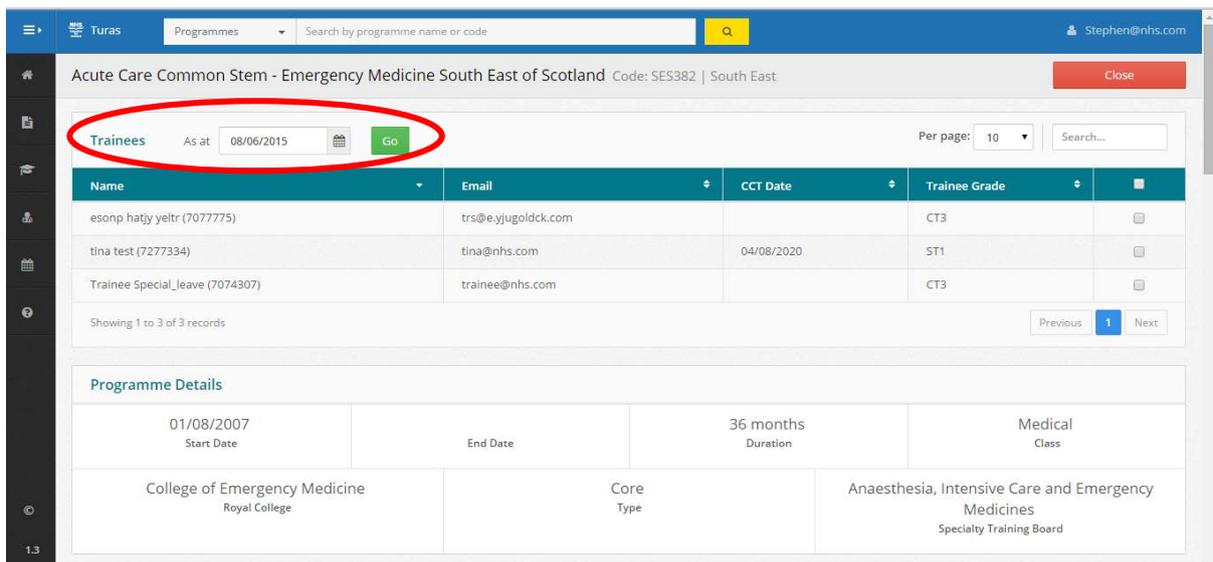
### 2.1 Filtering and Sorting Results (Programme)

The programme results can be filtered, the user can select by Region, Specialty Training Board, Royal College or Class or a combination of these. As well as being able to filter on results, users will be able to sort (ascending or descending) by Name (Programme), Class, Code, Type, Region.

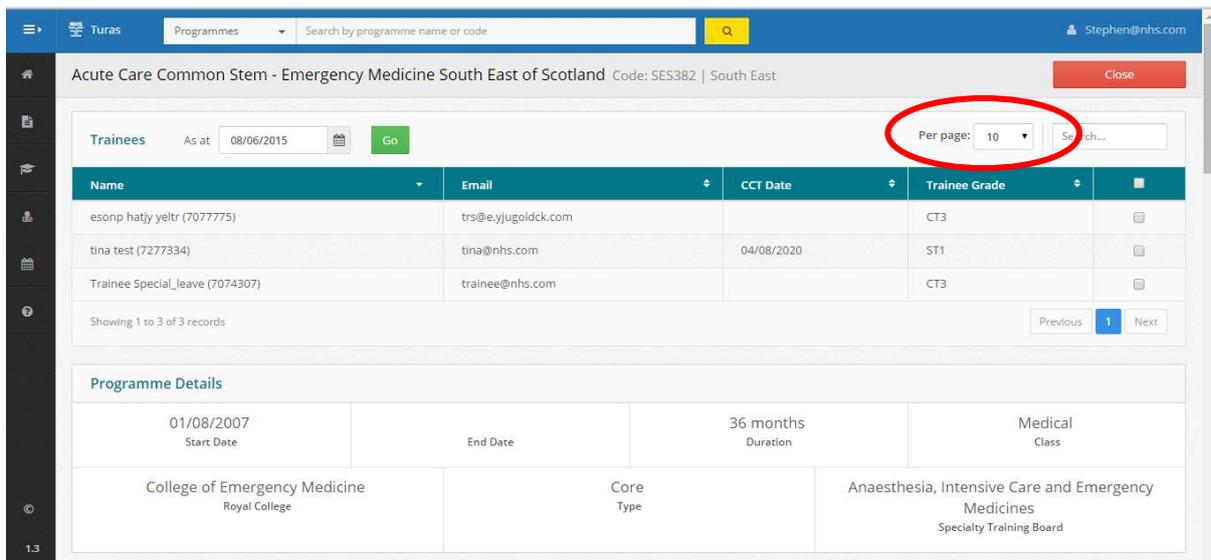


## 2.2 Programme View

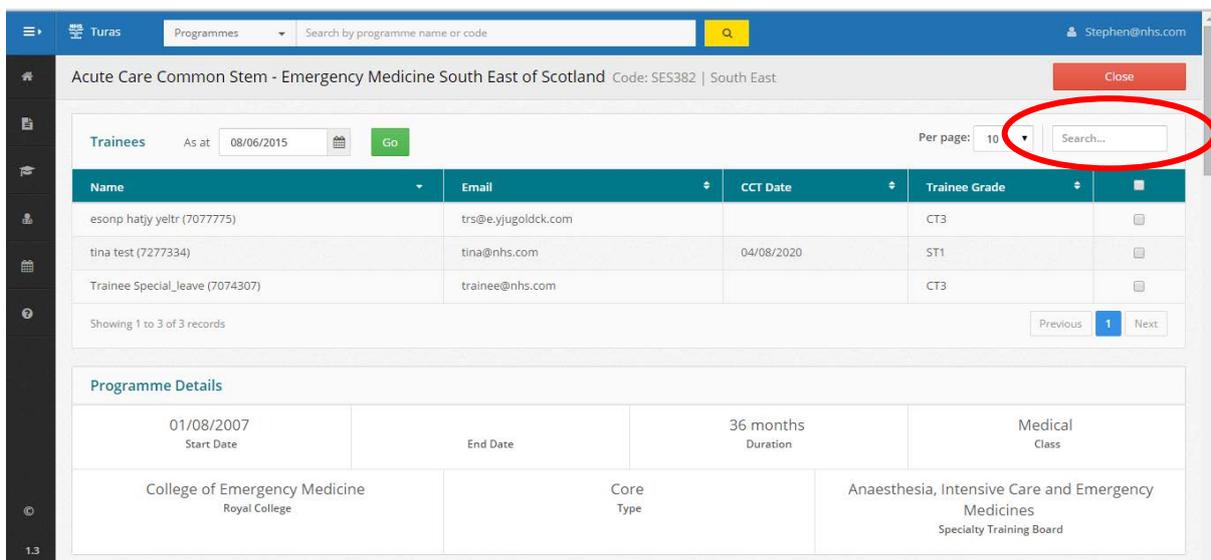
Once you have selected your programme the following is displayed. You can choose to view Trainees as at today’s date or at a point in the past or the future by entering, an ‘As at’ date by either using the calendar to select the date or by entering a date in the following format dd/mm/yyyy and selecting Go.



As PD you have the option to increase the number of trainees displayed, the default is 10 but this can be increased to 25, 50, 100, 200, 300, 400, 500.

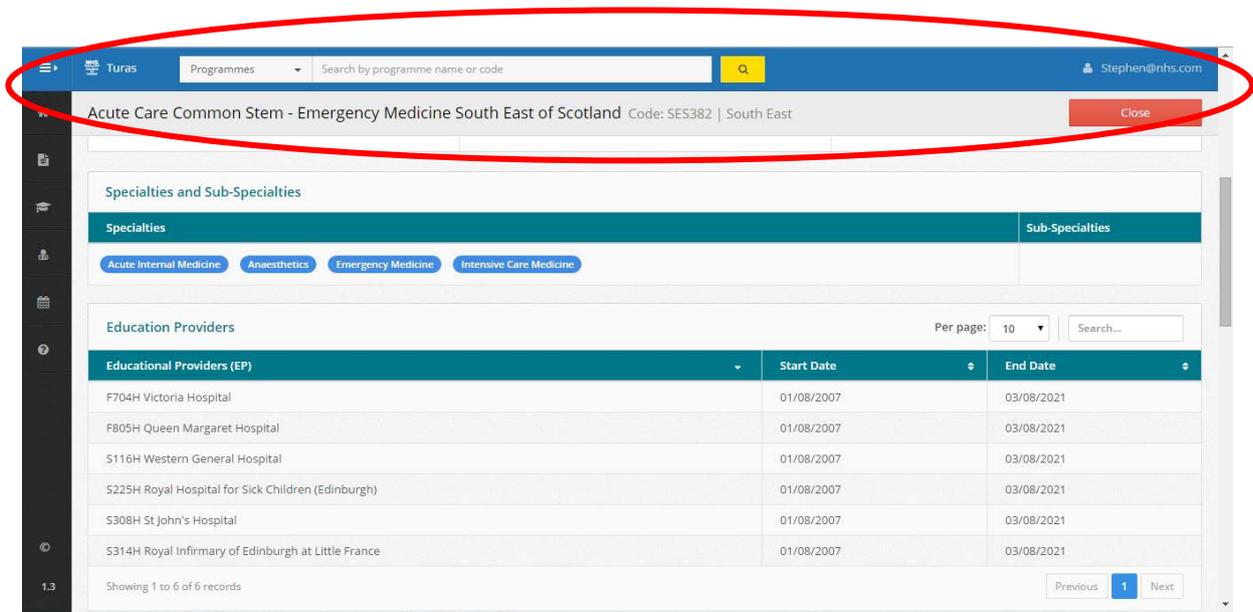


PDs can also search on aspects of the trainee (Name, Email, CCT date Trainee Grade) to reduce the list displayed.



The programme details show a number of aspects, which include to the date the programme commenced with the GMC, duration of the programme, type of programme, which can be Foundation, Core or Speciality and the assigned Royal College and NES STB (Specialty Training Board).

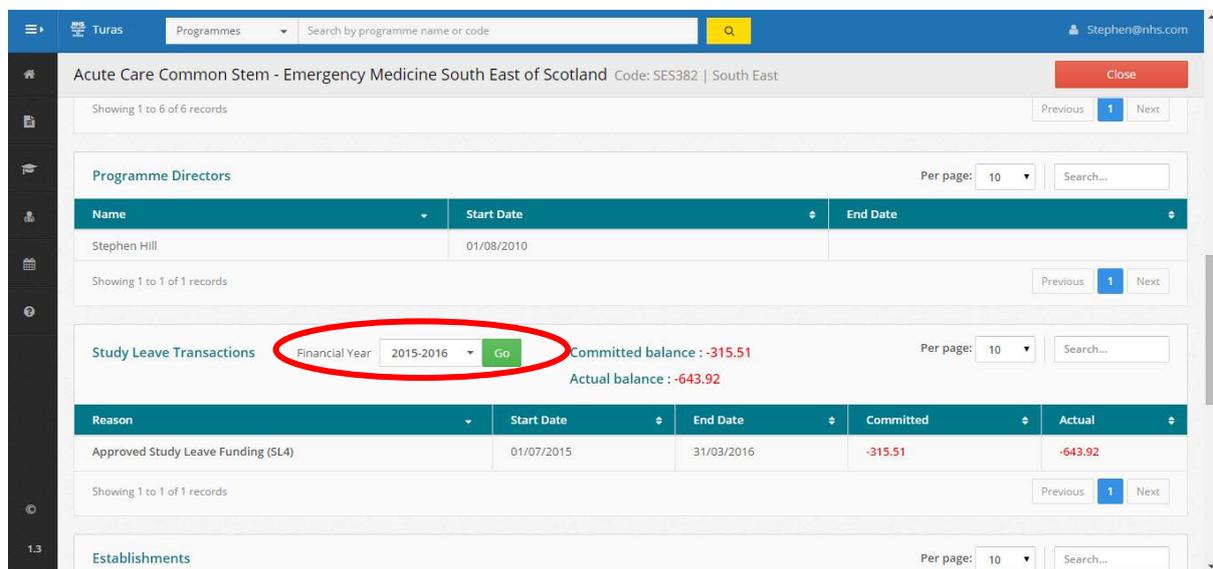
As a you scroll through the programme the header which showing the GMC programme name, GMC code and region which manages the programme remains static.



Above shows the programme specialties and training locations as approved by the General Medical Council.

**Note:** the listed specialties and locations can be used as approved training posts for trainees. If additional locations are required as these will need to be approved through the GMC and the appropriate forms completed. <http://www.gmc-uk.org/education/27031.asp>

For Dental programme, the locality of training posts and their specialties are managed by NES and the Scottish Government.



Above the programme director start and end date and the list of study leave transactions per financial year.

The screenshot displays the Turas system interface for the programme 'Acute Care Common Stem - Emergency Medicine South East of Scotland'. The interface includes a search bar, a 'Close' button, and two main data tables. The 'Establishments' table shows four records of funding from NES Fife and NES Lothian, with start dates in 2014 and end dates in 2015. The 'Vacant Posts' table shows one record for F704H Victoria Hospital with a start date of 04/02/2015 and an end date of 04/08/2015, with 'Emergency Medicine' listed as a specialty. Below the tables, there is a metadata line indicating the record was created by Migration User on 10 November 2014 and last modified by Joanna Cuthbert on 10 November 2014. A feedback link is also present.

Funding Source	Start Date	Start Reason	End Date	End Reason	WTE
NES Fife	06/08/2014	Annual Update	04/08/2015	Annual Update	1.00
NES Fife	06/08/2014	Restriction	04/08/2015	Restriction	1.00
NES Lothian	06/08/2014	Annual Update	04/08/2015	Annual Update	3.00
NES Lothian	06/08/2014	Restriction	04/08/2015	Restriction	2.00

Education Provider	Start Date	End Date	Specialties	Sub-Specialties	Assigned
F704H Victoria Hospital	04/02/2015	04/08/2015	Emergency Medicine		No trainee assigned

Created by Migration User on 10 November 2014. | Last modified by Joanna Cuthbert on 10 November 2014.

**Feedback:** If you find that there is something missing or not working please send your feedback by clicking here.

Above shows the Establishment (funding) for the programme, this is update on an annual basis, April of each year.

**Note:** there may be adjustments made to the establishment at the start of the training year, dependent upon annual recruitment numbers.

### 3 Trainee Management

Trainee Management, is the management of trainees through their training programme(s), supporting the administration of the processes as defined by the GMC, College/Faculties and the Purple Guide (Foundation) and the Gold Guide (Specialty) and the Dental Gold Guide.

#### 3.1 Trainee Search

User can search for Trainees who are attached to the programme or programmes you manage by trainee name or registration number.

The screenshot shows the Turas Trainee Search interface. The search bar is highlighted with a red circle. The interface displays a list of trainees with the following columns: Registration Number, Type, Title, Name, Email, Level, and CCT Date. The search results are filtered to show 15 records per page.

Registration Number	Type	Title	Name	Email	Level	CCT Date
4542865	Standard	Dr	Sloué Enri	tezkir@ocwa.m.com	SpR	01/07/2019
4697758	Standard	Dr	At Ormzglew Radowp	ltr@wspc31b.enoa2dgm.com	ST3	18/08/2015
6042781	Standard	Dr	Nasiur Erhamn	heasm@niu.Lcom		
6050328	Standard	Dr	Siomn Icfnh	shie.mnfco@Lcom	ST4	07/08/2018
6073290	Standard	Dr	Hacrel Ndrseao	elna@rmh7ctdoi8s.com		
6073756	Standard	Dr	Avirn Eishkn	kn.cavm@gsriehlo.com	ST7	23/05/2015
6075373	Standard	Dr	Mairt Ashok	hko.tia_ym@rsc.com	ST5	06/08/2016
6091348	Military	Dr	Cijbem Phaly Kainlcmly	cosyiajnrk@ltgmeu.com	ST6	28/02/2016
6097348	Academic	Dr	Rachid Oyln	hodr@llyncysuatk.com		22/02/2015

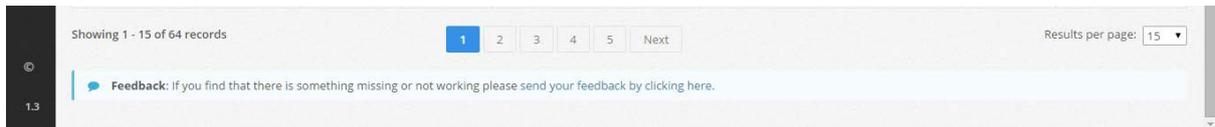
#### 3.2 Filtering and Sorting Results (Trainee)

The trainee results can be filtered, the user can select by Trainee Type, Level, Programme, OOP Type, All or a combination of these. Then selecting Go.

The screenshot shows the Turas Trainee Search interface. The search bar is highlighted with a red circle. The interface displays a list of trainees with the following columns: Registration Number, Type, Title, Name, Email, Level, and CCT Date. The search results are filtered to show 15 records per page.

As well as being able to filter on results, users will be able to sort (ascending or descending) by Registration Number, Type, Title, Name, Email, Level, CCT Date.

The results per page can be changed by the user to either, 15, 25, 50, 100, 200, 300, 400 or 500. The default is set at 15 lines per page. If the user does not wish to change the results per page then they can move through the results 15 lines at a time and select next at the bottom of the page.



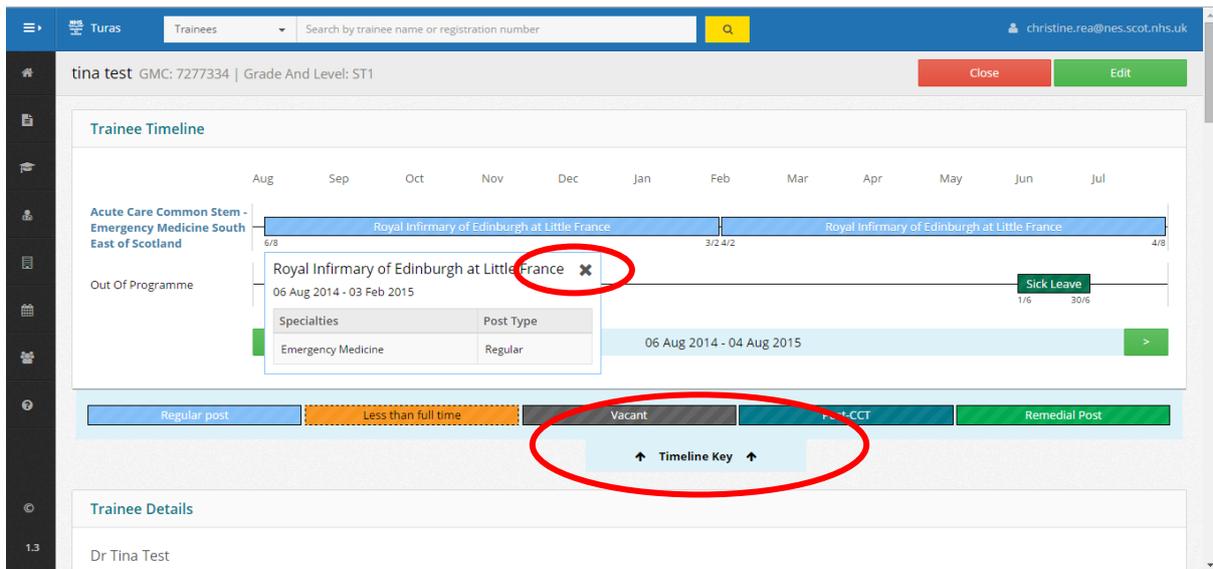
### 3.3 Trainee View (Timeline)

The Trainee Timeline below, reflects the Trainee’s time in Post. It displays the location, period (Start and End Dates) and specialty in a pop-up. There is one line displayed for each Programme or Type of OOP that a trainee has a post in. This includes a pop up which will display the data items captured when the type of training was applied for.

**Note:** Trainee's are assumed as working full-time , unless a trainee has LTFT record. LTFT will only show on the Trainee timeline when they have been approved by both the Dean and the NHS Board.

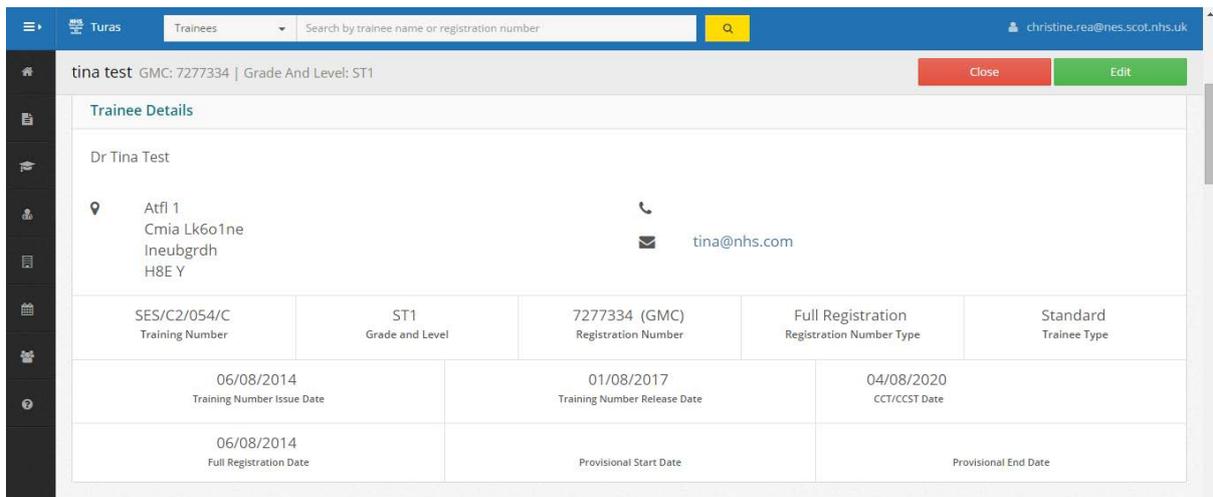
Each type of Out of Programme is clearly reflected using a different colour. All Out of Programmes have their own timeline and are displayed regardless of status (Pending, Approved, Partly Approved) but not when the application is Not Approved but these can still be viewed on the trainees record.

The pop-up can be ‘Pinned’ so that it remains open, this allows users to scroll up and down the page. To un-pin, simply click the ‘x’ within the pop-up.



The Timeline Key can be open (revealed) and closed as required by the user by selecting the arrows.

As PD you are able to view a trainees personal record, which shows their contact information, training number and CCT date as well as their GMC registration details.



Below shows the trainees grades, and programmes they are attached too with start and end dates.

The screenshot shows the Turas interface for a trainee named 'tina test' (GMC: 7277334, Grade And Level: ST1). The 'Grade & Level' section shows a table with one record: ST1, Start Date 06/08/2014, End Date 01/08/2017. The 'Programmes' section shows a table with one record: Acute Care Common Stem - Emergency Medicine South East of Scotland, Start Date 06/08/2014, End Date 01/08/2017, Exit Reason 'End of Training Not asked', and Specialties: Acute Internal Medicine, Anaesthetics, Emergency Medicine, Intensive Care Medicine.

The trainee record also shows the posts (rotation) the trainee has completed or will complete. Each post includes programme, location (educational provider) start and end date post type (regular, post CCT or remedial) as well as the post speciality and if the post is being covered by a LAT.

The screenshot shows the 'Posts' section for the same trainee. It displays a table with 4 records of posts. Each record includes Programme, Educational Provider, Start Date, End Date, Post Type, Specialties, and OOP Cover.

Programme	Educational Provider	Start Date	End Date	Post Type	Specialties	OOP Cover
Acute Care Common Stem - Emergency Medicine South East of Scotland	S314H Royal Infirmary of Edinburgh at Little France	03/02/2016	02/08/2016	Regular	Acute Internal Medicine	
Acute Care Common Stem - Emergency Medicine South East of Scotland	S116H Western General Hospital	05/08/2015	02/02/2016	Regular	Intensive Care Medicine	
Acute Care Common Stem - Emergency Medicine South East of Scotland	S314H Royal Infirmary of Edinburgh at Little France	04/02/2015	04/08/2015	Regular	Anaesthetics	
Acute Care Common Stem - Emergency Medicine South East of Scotland	S314H Royal Infirmary of Edinburgh at Little France	06/08/2014	03/02/2015	Regular	Emergency Medicine	

As PD you can also see ARCP Outcomes, both Less Than Full Time and Out of Programme Applications as well as Trainers assigned to the trainee.

Both Educational Supervisors and Clinical Supervisors information should be provided on a regular basis, so that Deanery teams can add these to the trainees with from and to dates, this information is required for each trainee and is shared with SOAR on a nightly basis.

Trainees Immigration Status is also recorded and PDs should be aware of this when it comes to rotation planning and allocation. NES is the Tier 2 sponsor, UKFPO is the sponsor for Tier 4 and the Health Board/Royal College is the sponsor for Tier 5 trainees.

**Note:** regarding reporting of trainees who hold a Visa to the UK Border Agency therefore all trainee post allocations should be up-to-date.

If a PD notes that the information recorded is not correct they should contact their programme administrator to get the details amended and updated this includes the recording of any type of leave including sick leave.

PDs should also be aware that this information is accessed by Deanery staff (NES), Trainees, Health Board (HR and Finance departments) as well as the DME offices.

The screenshot shows the Turas system interface for a trainee named 'tina test' (GMC: 7277334, Grade And Level: ST1). The interface includes a search bar, a user profile (Stephen@nhs.com), and several data sections:

- ARCP:** A table with columns: ARCP Date, Programme, Start Date, End Date, Specialities and Sub-Specialities, Outcomes and Reason(s). It shows 'There are no records to display'.
- Less Than Full Time:** A table with columns: Application Received, Category, Reason for Application, WTE, Period, Approved By Dean, Approved By NHS Board. It shows 'There are no records to display'.
- Out of Programme:** A table with columns: Type, Receipt Date, Period, Approval Status and Date, Location and Funding Source, Date Info Returned to Trainee, RC/Faculty Approval Status, GMC Status. It contains one record: 'Sick Leave' on 01/06/2015, with a period from 01/06/2015 to 30/06/2015. It shows 'Showing 1 to 1 of 1 records'.
- Trainers:** A table with columns: GMC Number, Full Name, Role, Date Range. It shows 'There are no records to display'.
- Immigration Status:** A table with columns: Immigration Status, Start Date, End Date. It shows 'There are no records to display'.

At the bottom, there is a metadata line: 'Created by Migration User on 14 November 2014. | Last modified by Christine Rea on 08 June 2015.' and a feedback link: 'Feedback: If you find that there is something missing or not working please send your feedback by clicking here.'

The GMC Position Statement (November 2012) provides clear guidance to Deaneries, Medical Royal College/Faculties and postgraduate trainees on the management of absences from training and their affect on a trainee’s CCT date or programme end date.

Foundation trainees are covered by a separate statement provided in the Foundation Programme Reference Guide.

## 4 Trainer (Medical)

Definition of a Trainer in the context of GMC approval “A trainer is an appropriately trained and experience doctor who has responsibility for the education and training of medical student and/or postgraduate medical trainee which takes place in the clinical environment.

The term **trainer** incorporates the roles of clinical and educational supervisor but is not limited to these alone. **It also includes all doctors with formally recognised roles in delivering undergraduate and postgraduate medical education locally in the clinical environment**, such as clinical teacher, clinical tutors, clinical lecturers, GP trainer, college tutors, specialty tutors, regional adviser, heads of schools, foundation programme directors, specialty (including GP) programme directors, directors of medical education. The trainee is most often a consultant or general practitioner, but can also be a specialty doctor or senior trainee. GMC website accessed 17/11/2014 ([http://www.gmc-uk.org/14\\_Progress\\_report\\_on\\_the\\_Approval\\_of\\_Trainers\\_Annex\\_D.pdf\\_41341075.pdf](http://www.gmc-uk.org/14_Progress_report_on_the_Approval_of_Trainers_Annex_D.pdf_41341075.pdf)).

The management of dental core and specialty training, including responsibility for quality management, rests with the postgraduate dental dean who is accountable through NES to Scottish Government. The day-to-day management of training is carried out by NES appointed core training advisers and specialty training programme directors. This includes responsibility for study leave management.

Dental core and specialty training takes place in different environments including general and dental hospitals and Public Dental Service (PDS) clinics. The term trainer incorporates the roles of core training adviser, specialty training programme director, PDS adviser, educational supervisor and clinical supervisor.

Turas relies on information from the core training advisers and specialty training programme directors to populate the trainer information.

### 4.1 Background

From July 2014, Trainers (whether as role Educational Supervisor or Clinical Supervisor) have to be recognised by the GMC before they can be assigned to a Trainee. These arrangements relate to the following four categories:

- named educational supervisors in postgraduate training
- named clinical supervisors in postgraduate training
- lead co-ordinators of undergraduate training at each local education provider

- doctors responsible for overseeing students' educational progress for each medical school.

It is the responsibility of local educational providers such as hospital and general practices to show how they identify, train and appraise trainers in each of the categories, the Educational Organiser (EOs) i.e. NES will use this information to report to the GMC.

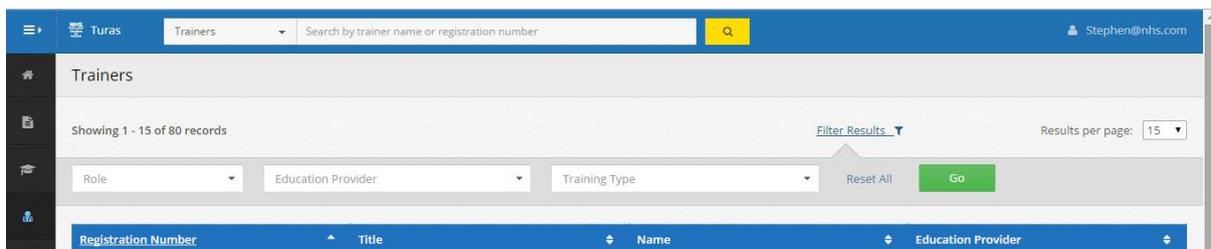
Turas relies on information provided by the local DME's office and medical schools to populate, the trainer information. All trainers in the four specific roles will be fully recognised by the GMC by 31<sup>st</sup> July 2016.

## 4.2 Filter and Sort on Trainers

Within the Trainers search, the user can sort (ascending or descending) by (Registration Number, Type, Title, Name, or Education Provider. Alternatively, users can select Filters.

There are options to Filter from the drop-downs on Role, Education Provider, Training Type and selecting Go.

The results per page can be changed by the user to either, 15, 25, 50, 100, 200, 300, 400 or 500. The default is set at 15 lines per page. If the user does not wish to change the results per page then they can move through the results 15 lines at a time and select next at the bottom of the page.



The Trainer page shows details of the contact information including work address and email address as well as the Trainers approved Role or Roles and any Trainees they are linked too.

Turas
Stephen@nhs.com

Anne Trainer GMC: 7654321
Close

#### Trainer Details

Dr Anne Example Trainer

✉ [annetrainer@nhs.com](mailto:annetrainer@nhs.com)

7654321 (GMC) <small>Registration Number</small>	02/08/2000 <small>Registration Date</small>
---	--

#### Training

Yes <small>Received</small>	Specialty including GP <small>Type</small>	NHS Education <small>Education Organiser</small>	T101H Ninewells Hospital <small>Education Provider</small>	31/07/2014 <small>Last Appraisal Date</small>
--------------------------------	---	---	---	--

Role	Type	Start Date	End Date
Clinical Supervisor	Full	01/12/2001	
Educational Supervisor	Full	01/12/2001	

#### Trainees

Per page: 10

Full Name	Role	Grade	Date Range of Link	Registration No.
tina test	Educational Supervisor	ST1	06/08/2014 - 04/08/2015	7277334

Showing 1 to 1 of 1 records

Previous 1 Next

i Created by Christine Rea on 08 June 2015. | Last modified by Christine Rea on 08 June 2015.

💬 **Feedback:** If you find that there is something missing or not working please send your feedback by clicking here.

## 5 Study Leave

You will receive an email from the system, which says the following:

Dear XXXXXXXX PD Please note that there is a study leave application awaiting your approval. Click the following link to access the application and take the appropriate action [New Application](#)

Log onto Turas and click the Study leave icon and you will see the following details, which will show you any applications, which require your approval as well as other applications you have approved.

Study Leave

Showing 1 - 6 of 6 records

Trainee	Date of Leave	Application Id	Days	Expenses Requested	Title of Activity	Current Status
tina test (7277334)	15/06/2015	SL10	3.0	No	Example Conference	Pending Approval
tina test (7277334)	01/07/2015	SL4	5.5	Yes	test	Approved with funding
esomp hatjy yeltr (7077775)	01/07/2015	SL1	12.0	No	course	Approved without funding
Trainee Special_leave (7074307)	01/07/2015	SL2	12.0	No	course	Approved without funding
tina test (7277334)	01/07/2015	SL3	12.0	No	course	Approved without funding
tina test (7277334)	01/07/2015	SL5	10.0	Yes	ff	Withdrawn

Showing 1 - 6 of 6 records

Feedback: If you find that there is something missing or not working please send your feedback by clicking here.

Prior to sign off users can search and sort on the Trainee to see the number of days, activities, dates of leave already submitted and/or taken.

Study Leave

Showing 1 - 5 of 5 records for tina

Trainee	Date of Leave	Application Id	Days	Expenses Requested	Title of Activity	Current Status
tina test (7277334)	01/07/2015	SL4	5.5	Yes	test	Approved with funding
tina test (7277334)	01/07/2015	SL13	2.0	Yes	Skills Course - Example	Approved with funding
tina test (7277334)	15/06/2015	SL10	3.0	No	Example Conference	Approved without funding
tina test (7277334)	01/07/2015	SL3	12.0	No	course	Approved without funding
tina test (7277334)	01/07/2015	SL5	10.0	Yes	ff	Withdrawn

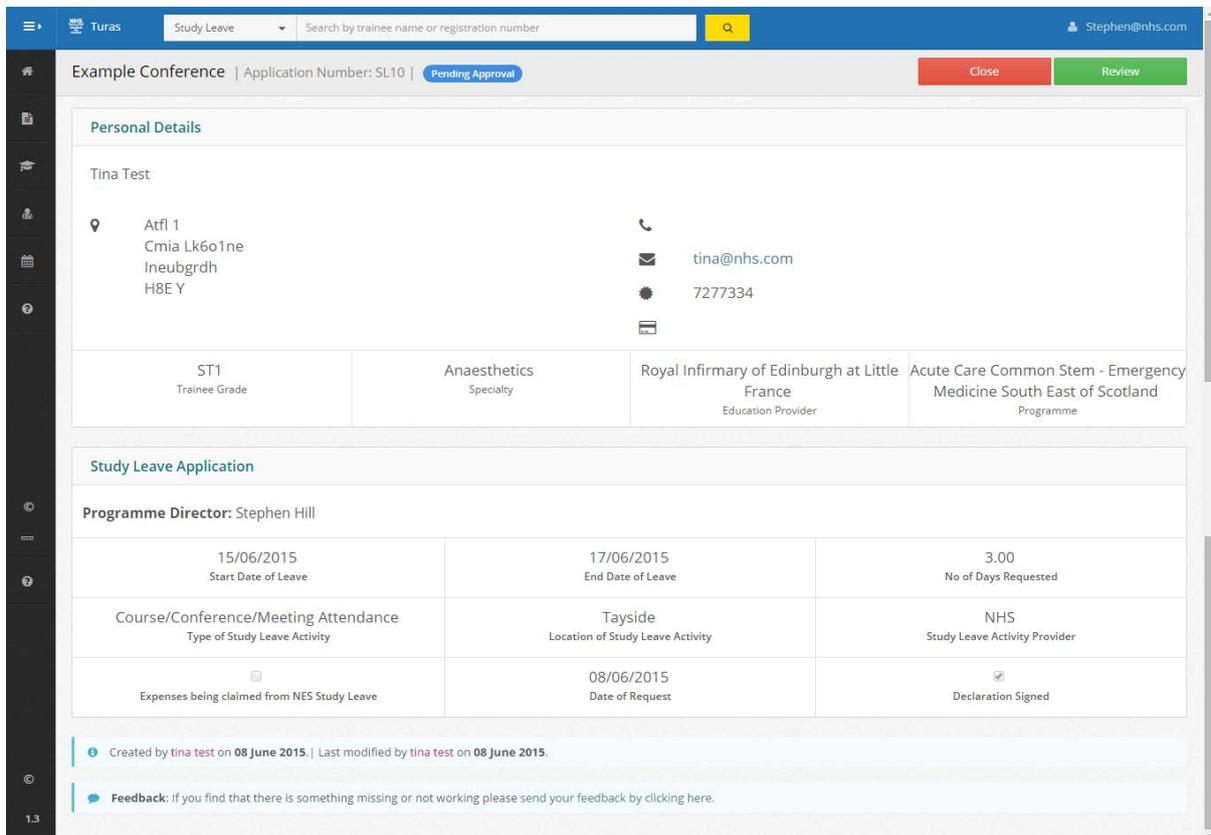
Showing 1 - 5 of 5 records for tina

Feedback: If you find that there is something missing or not working please send your feedback by clicking here.

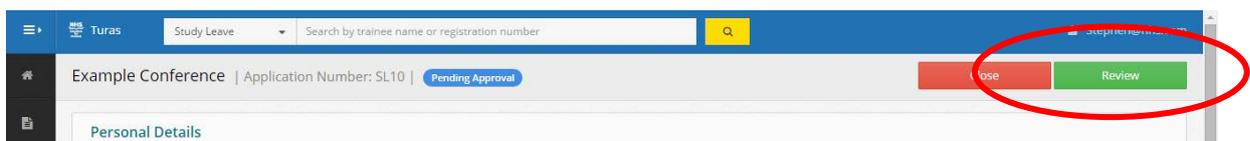
Click on Pending Approval, you will be taken to the trainees page which shows you their current grade and post, specialty and location.

The Study Leave Application section it will, show details of the leave applied for including start and end dates.

**Note:** note trainees cannot apply for retrospective study leave.



Click Review at the top of the page



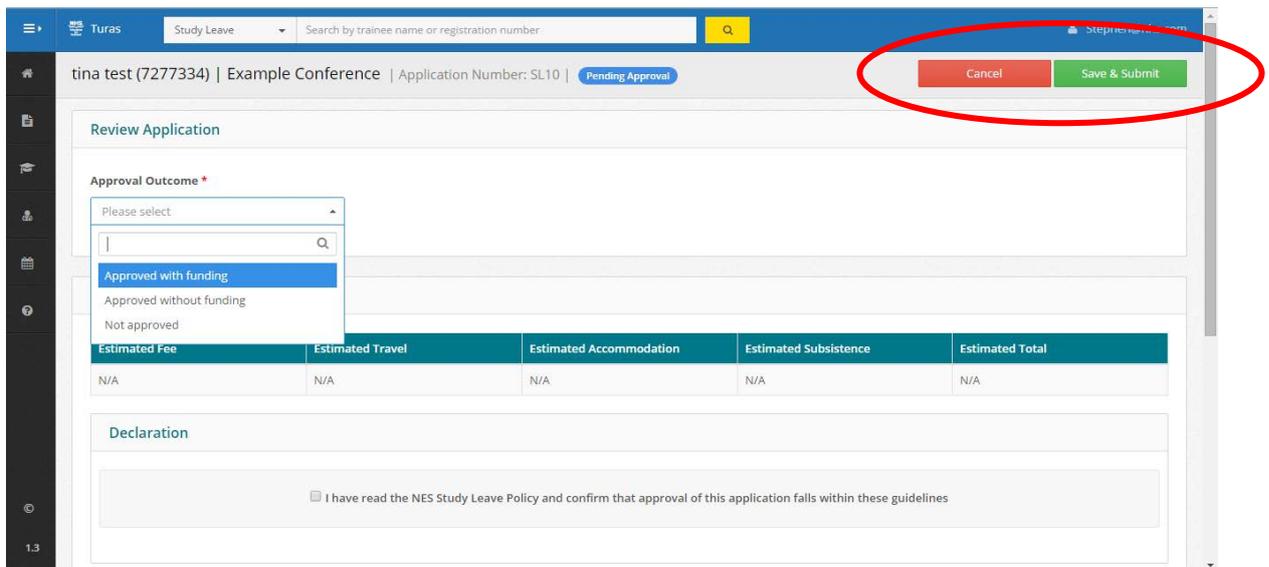
You will then be presented with the decision screen. As PD you will be offered 3 options:

- Approved with funding
- Approved without funding
- Not approved

Dependent upon the option selected you will be asked to complete further decisions

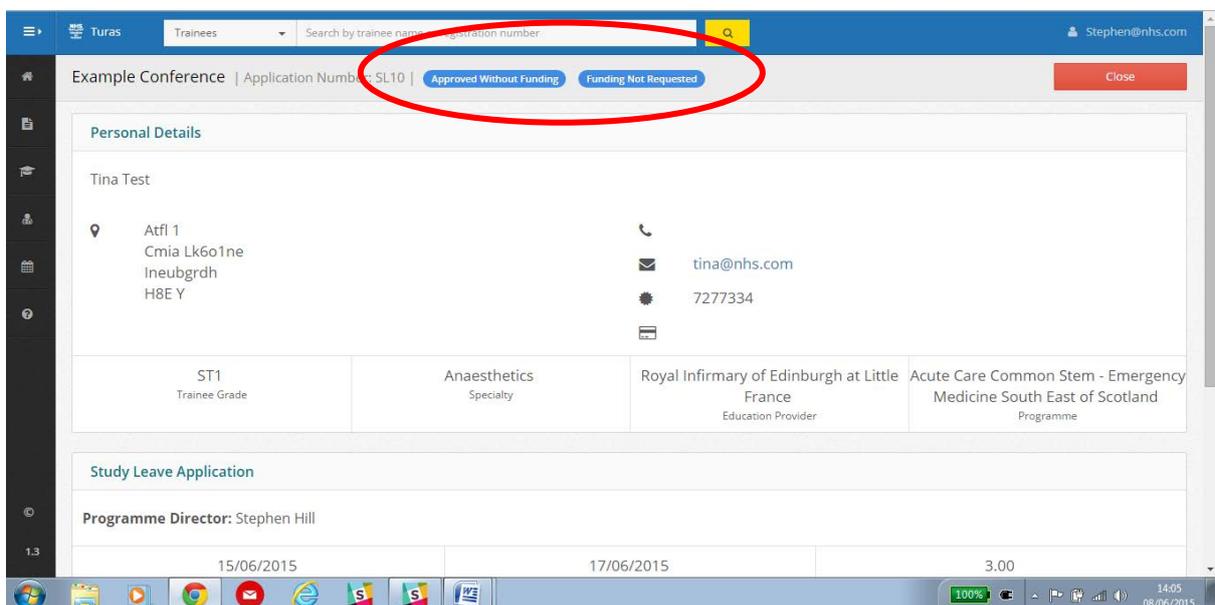
- Approved with funding – as PD you will need to complete the amounts approved
- Approved without funding – you will be presented with a further drop-down list
- Not Approved – you will be asked to give the reason the request was not approved from a drop-down list

Once you have completed the appropriate Approval Outcome you will then need to click the declaration to say you have read the NES Study Leave Policy



Then click Save & Submit or Cancel.

You will be returned to the trainee page, the status of the application has changed at the top of the trainees page.



Click Close

You are returned to the Study Leave index page where you will see the application in the list.

Trainee	Date of Leave	Application Id	Days	Expenses Requested	Title of Activity	Current Status
tina test (7277334)	01/07/2015	SL4	5.5	Yes	test	Approved with funding
esonp hatjy yeltr (7077775)	01/07/2015	SL1	12.0	No	course	Approved without funding
Trainee Special_leave (7074307)	01/07/2015	SL2	12.0	No	course	Approved without funding
tina test (7277334)	01/07/2015	SL3	12.0	No	course	Approved without funding
tina test (7277334)	15/06/2015	SL10	3.0	No	Example Conference	Approved without funding
tina test (7277334)	01/07/2015	SL5	10.0	Yes	tr	Withdrawn

Once you have made your recommendation the trainee will be automatically emailed with the following dependent upon you the approval you have given.

- Approved with Funding

*We are pleased to inform you that your study leave application, ID No, has been approved by your Programme Director for the total of £*

*Please click on the following link in order to access the expenses claim form.*

- Approved without Funding (no funding requested)

*We are pleased to inform you that your study leave application, ID No, has been approved by your Programme Director.*

*As no funding was requested no further action is required in respect of this.*

- Approved without funding (funding requested)

*Please note that your study leave application, ID No, has been approved without funding by your Programme Director, with the reason (reason selected from sub-list).*

*If you wish to appeal against this decision please note that the appeals process is detailed in the operational guide for study leave which is available at*

*[www.nes.scot.nhs.uk](http://www.nes.scot.nhs.uk)*

- Not Approved

*Please note that your study leave application, ID No, has not been approved by your Programme Director, with the reason (reason selected from sub-list).*

*If you wish to appeal against this decision please note that the appeals process is detailed in the operational guide for study leave which is available at [www.nes.scot.nhs.uk](http://www.nes.scot.nhs.uk)*

Trainees can also withdraw/cancel a Study Leave Application and these will be shown on the study leave page.

## 5.1 Study Leave Transactions

As Study Leave Applications with funding are approved, the estimated costs are deducted from the committed Study Leave balance.

The Study Leave Transactions section in the programme page is updated on a regular basis by the Deanery Study Leave Team as trainees submit expense claims.

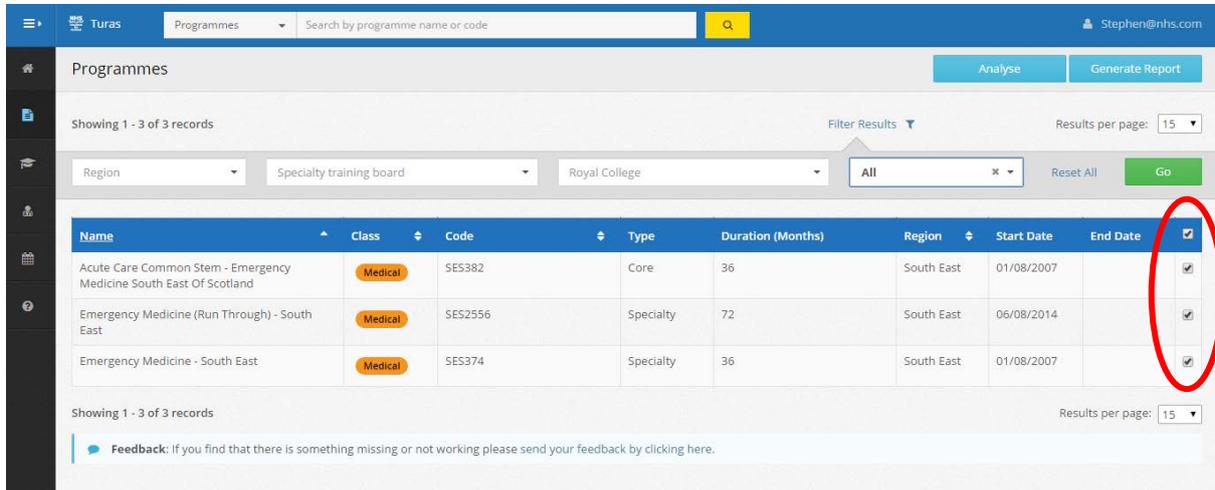
Only once the trainee has submitted their expense claims is the amount deducted against the actual budget.

The screenshot shows the 'Study Leave Transactions' section in the Turas system. The page title is 'Acute Care Common Stem - Emergency Medicine South East of Scotland Code: SES382 | South East'. The financial year is set to 2015-2016. The committed balance is -715.51 and the actual balance is -815.17. The table below shows two transactions:

Reason	Start Date	End Date	Committed	Actual
Approved Study Leave Funding (SL13)	01/07/2015	31/03/2016	-400.00	-0.00
Approved Study Leave Funding (SL4)	01/07/2015	31/03/2016	-315.51	-815.17

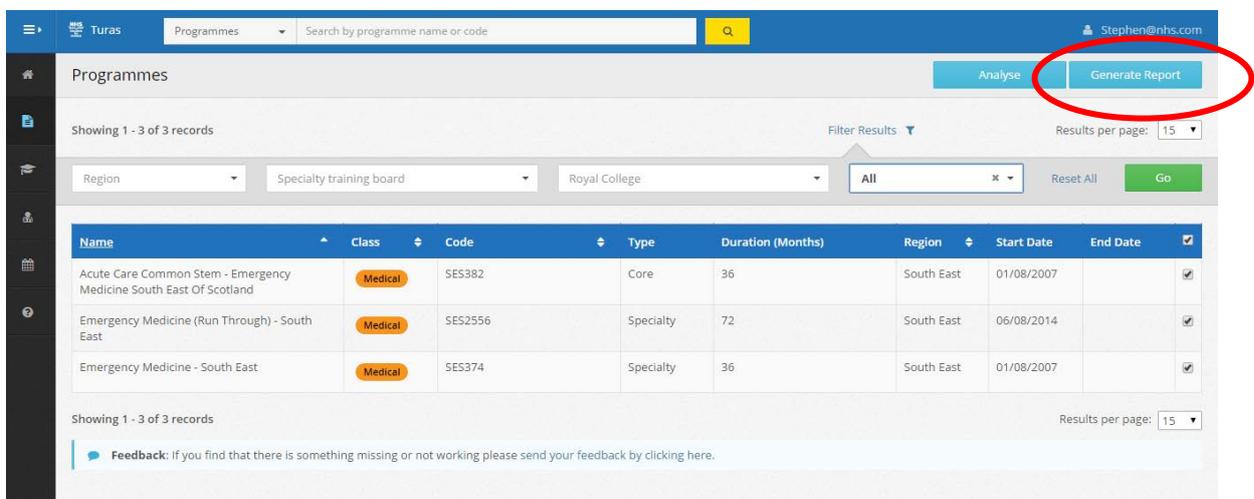
## 6 Reports

The reports in Turas will be selected and run from the programme search page. The Generate Report facility will only be opened once a programme(s) have been selected.

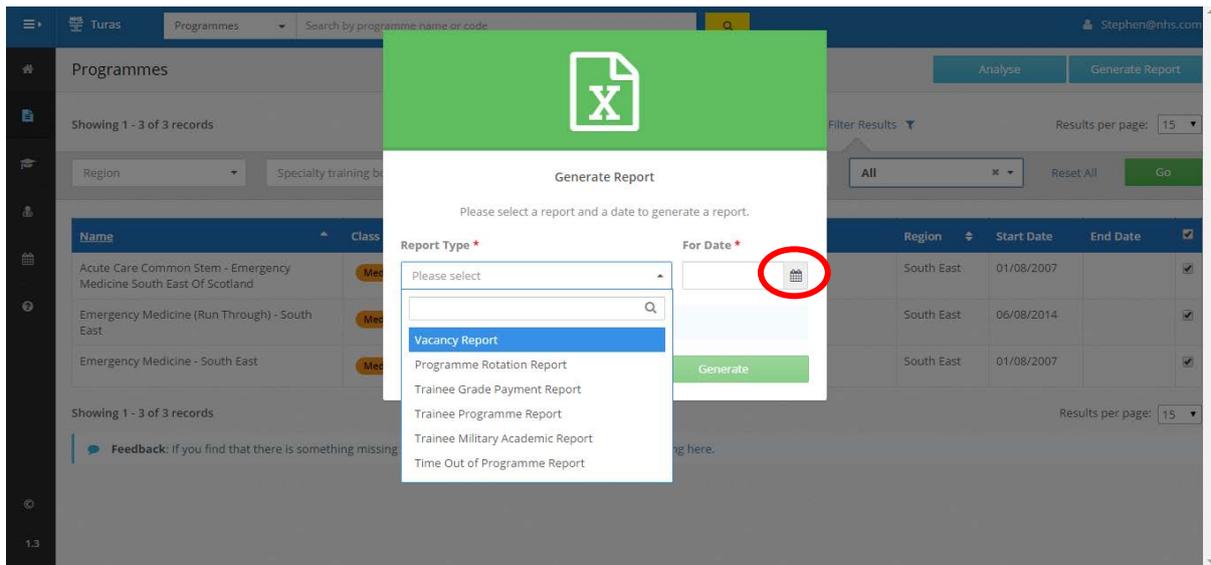


Once programme or programmes have been selected

Click Generate Report button at the top of the page



You will be presented with the Generate Report screen



Select the report you run from the drop-down list

Enter date from the calendar option or enter date format dd/mm/yyyy

Click Generate or Cancel

All reports are generated and are accessed in Excel

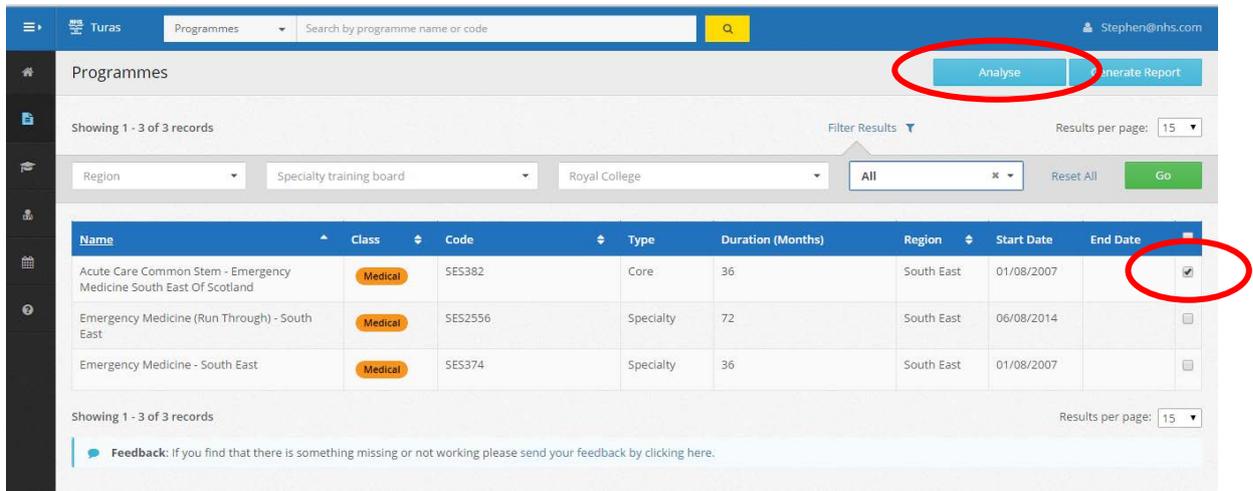
The user can Open or Save the report

### Reports Descriptors

- Vacancy Report – This report show the WTE funding/vacancies available within a programme at a specified date
- Programme Rotation Report – This report shows programmes, trainee, post at a specified date
- Training Grade Payment Report – This report shows the WTE payable by programme at a specified date
- Trainee Programme Report – This report shows all trainees in a programme and their post at a specific date
- Trainee Military Academic Report – This report shows trainee in a programme who are Military or Academic type at a specific date
- Time Out of Programme Report – This report shows a summary of time out of programme at a specific date

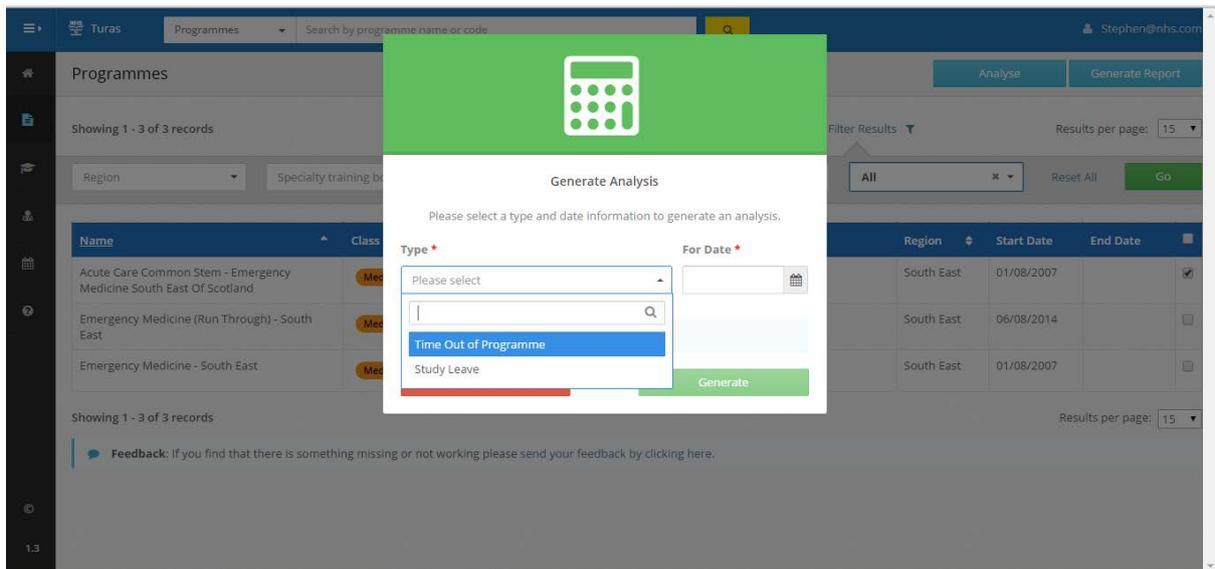
## 7 Analyse

Users can also use the Analyse Option from the Programme page



Select the programme

Select Analyse



You will be presented with the generate Analyse screen

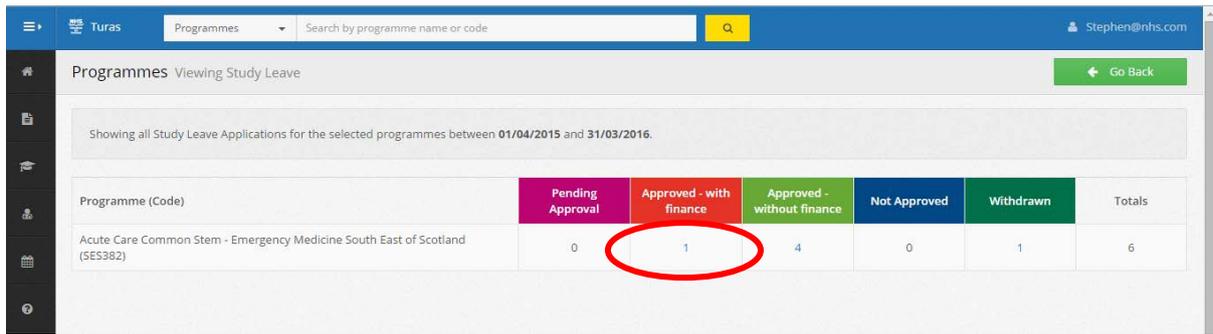
Selection Type

- Time Out of Programme
- Study Leave

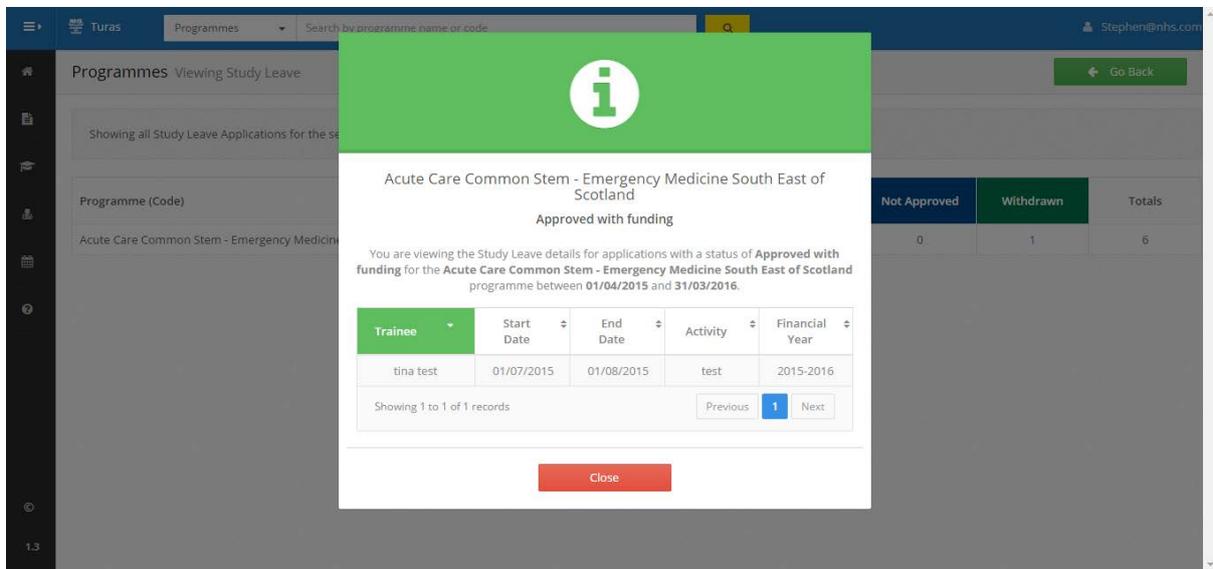
Enter date from the calendar option or enter date format dd/mm/yyyy

Click Generate or Cancel

- Analyse options are for view on screen only



- Click on the number under one of the statuses options
- User see the details of the option selected and the trainee name



- Click Close to return to Analyse view
- Click Go Back to return to Programme index page

