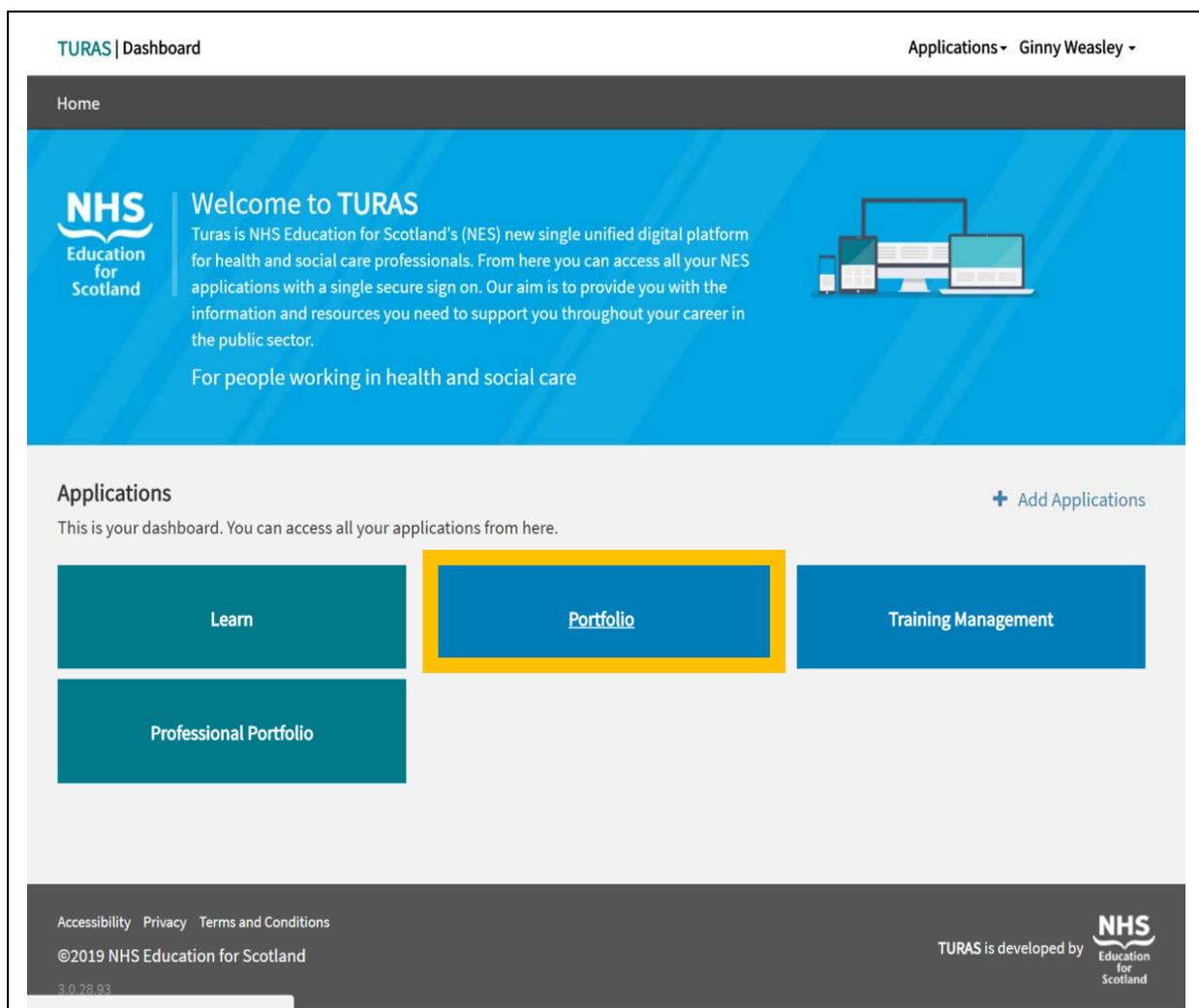


ADMINISTRATORS

HOW TO CHANGE AN ASSESSOR WHO HAS BEEN GIVEN THE WRONG CATERGORY WITHIN A TAB FORM AND HOW TO MOVE A FORM FROM ONE POST TO ANOTHER

Step 1

Once logged into Turas, select the Portfolio application from your Turas Dashboard



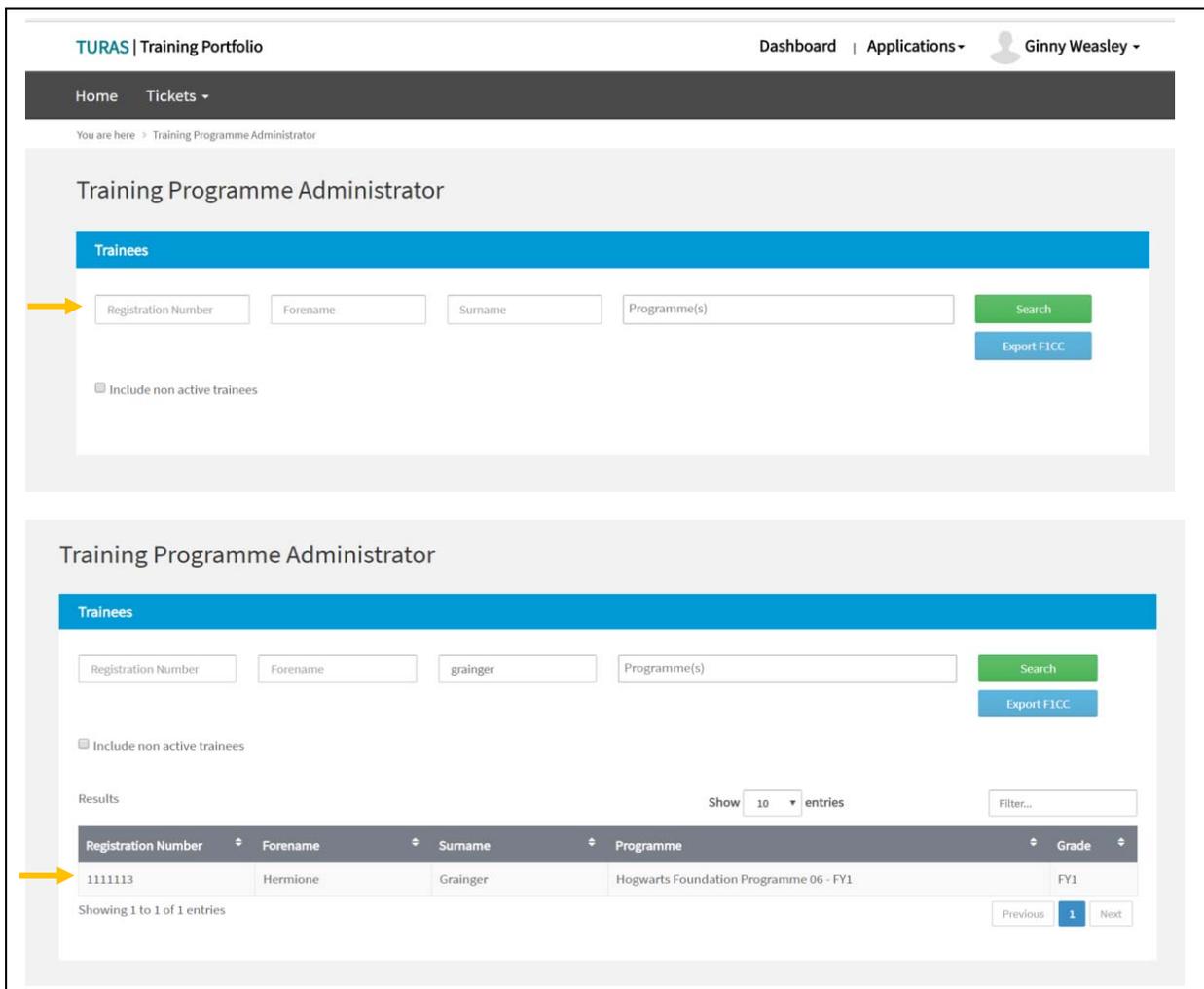
The screenshot shows the TURAS Dashboard interface. At the top left, it says "TURAS | Dashboard" and at the top right, "Applications - Ginny Weasley". Below this is a "Home" header. The main content area features the NHS Education for Scotland logo and a "Welcome to TURAS" message. The message states: "Turas is NHS Education for Scotland's (NES) new single unified digital platform for health and social care professionals. From here you can access all your NES applications with a single secure sign on. Our aim is to provide you with the information and resources you need to support you throughout your career in the public sector. For people working in health and social care". To the right of the text is an illustration of a computer monitor and a laptop. Below the welcome message is an "Applications" section with a "+ Add Applications" button. The text reads: "This is your dashboard. You can access all your applications from here." There are four application tiles: "Learn", "Portfolio" (highlighted with a yellow border), "Training Management", and "Professional Portfolio". At the bottom of the dashboard, there is a footer with links for "Accessibility", "Privacy", and "Terms and Conditions", the copyright notice "©2019 NHS Education for Scotland", the version number "3.0.28.93", and the text "TURAS is developed by NHS Education for Scotland".

Step 2

You will be taken to THE Training Programme Administrators – Homepage. From the page you can search for current trainees or include non-active trainees by selecting the check box by either:

- Registration Number (GMC)
- Forename
- Surname
- Programme
- Or a combination
- Click Search

Your search results will be returned. Select the trainee by clicking on their name (line)



The screenshot shows the 'TURAS | Training Portfolio' interface. The top navigation bar includes 'Dashboard | Applications -' and a user profile for 'Ginny Weasley'. Below this is a breadcrumb trail: 'Home | Tickets - | You are here > Training Programme Administrator'.

The main content area is titled 'Training Programme Administrator' and contains a 'Trainees' section. This section has search input fields for 'Registration Number', 'Forename', 'Surname', and 'Programme(s)', along with 'Search' and 'Export FICC' buttons. A checkbox labeled 'Include non active trainees' is also present. A yellow arrow points to the 'Registration Number' field.

Below the search section, the results are displayed under the heading 'Training Programme Administrator' and 'Trainees'. The search criteria are populated: 'Forename' is empty, 'Surname' is 'grainger', and 'Programme(s)' is empty. The 'Search' and 'Export FICC' buttons are visible. The 'Include non active trainees' checkbox is checked. The results section shows 'Show 10 entries' and a 'Filter...' dropdown. A table of results is shown with the following data:

Registration Number	Forename	Surname	Programme	Grade
1111113	Hermione	Grainger	Hogwarts Foundation Programme 06 - FY1	FY1

Below the table, it says 'Showing 1 to 1 of 1 entries' and includes 'Previous', '1', and 'Next' navigation buttons. A yellow arrow points to the first entry in the table.

Step 3

You will be taken to your trainee's profile page. Select Progress tab, you will see a list of posts and a table of forms, number of attention items, status, actions. Click on the + next the Team Assessment of Behaviour (TAB) to expand the information.

Trainee Profile - Hermione Grainger

Trainee Details



Name: Hermione Grainger

Email: ndptest8@nes.scot.nhs.uk

Grade/Training Year: FY1

Registration Number: 1111113

Programme: Hogwarts Foundation Programme 06 - FY1 (WOS2237)

Programme Director: Remus Lupin

Educational Supervisor: Albus Dumbledore

Clinical Supervisor: Albus Dumbledore

Progress

ARCP Evidence

ARCP Summary

Curriculum

Attention Item Summary 9 2

FY1, 05/12/2018 - 03/04/2019, Cardiology - Victoria Infirmary - Hogwarts Foundation Programme 06 - FY1 (WOS2237)

Category	Attention Items	Status	Actions
Core Procedures		0	
Supervised Learning Events (SLEs)		0	
+ Team Assessment of Behaviour (TAB)	9 Open 2 Closed	Not Created (2 TAB Forms)	Actions ▾
+ Supervisor Forms		1	

FY1, 24/07/2018 - 04/12/2018, Medical Oncology - Victoria Infirmary - Hogwarts Foundation Programme 06 - FY1 (WOS2237)

Category	Attention Items	Status	Actions
Core Procedures		0	
Supervised Learning Events (SLEs)		0	

Step 4

Once you have clicked on the + the section expands to reveal a table of TAB Assessors, Submitters Date Submitted, Attention Items, Actions. Click in the Actions to see the drop-down list. As a Senior Administrator you view, delete, move or change an assessor category. In this first example click on Change Assessor Category.

Trainee Profile - Hermione Grainger

FY1, 05/12/2018 - 03/04/2019, Cardiology - Victoria Infirmary - Hogwarts Foundation Programme 06 - FY1 (WOS2237)

Category	Attention Items	Status	Actions
Core Procedures		0	
Supervised Learning Events (SLEs)		0	
<input checked="" type="checkbox"/> Team Assessment of Behaviour (TAB) 9 Open 2 Closed		Not Created (2 TAB Forms)	Actions ▾

Assessor Category	Submitter	Date Submitted	Attention Items	Actions
Self TAB	Hermione Grainger	17/01/2019		Actions ▾
Consultants / GP Principals (including clinical or educational supervisor)	Remus Lupin	21/01/2019	1 Open	Actions ▾
Consultants / GP Principals (including clinical or educational supervisor)	Remus Lupin	21/01/2019	1 Closed	Actions ▾
Consultants / GP Principals (including clinical or educational supervisor)	Albus Dumbledore	21/01/2019	3 Open 1 Closed	Actions ▾
Consultants / GP Principals (including clinical or educational supervisor)	Albus Dumbledore	21/01/2019	1 Open	Actions ▾
Consultants / GP Principals (including clinical or educational supervisor)	Albus Dumbledore	21/01/2019	4 Open	Actions ▾
Consultants / GP Principals (including clinical or educational supervisor)	Albus Dumbledore	17/01/2019		Actions ▾
Senior Nurses	Albus Dumbledore	21/01/2019		Actions ▾
Pharmacists	Albus Dumbledore	21/01/2019		Actions ▾

+ Supervisor Forms 1

FY1, 24/07/2018 - 04/12/2018, Medical Oncology - Victoria Infirmary - Hogwarts Foundation Programme 06 - FY1 (WOS2237)

Category	Attention Items	Status	Actions
			View Delete Move Form Change Assessor Category

Step 5

Once you have chosen this you will be taken to the Change TAB Form Assessor Category page. Select the correct assessor category from the revised Assessor Category from the drop-down list and the assessor's position/role where applicable. Once you have made the change scroll to the bottom of the form and click update, you will be asked to reconfirm update, click Confirm Update.

Change TAB Form Assessor Category

Team Assessment of Behaviour (TAB) Details

Assessor's forename	Albus
Assessor's surname	Dumbledore
Assessor's email address	ndptest9@nes.scot.nhs.uk
<hr/>	
Current Assessor Category	Consultants / GP Principals (including clinical or educational supervisor)
Current Assessor's Position/Role	Educational Supervisor
<hr/>	
Revised Assessor Category	<div style="border: 1px solid #0070C0; padding: 5px; width: fit-content;"> <div style="background-color: #0070C0; color: white; padding: 2px;">Pharmacists</div> <div style="background-color: #0070C0; color: white; padding: 2px;">-- Please Select --</div> <div style="padding: 2px;">Consultants / GP Principals (including clinical or educational supervisor)</div> <div style="padding: 2px;">Doctors (more senior than F2)</div> <div style="padding: 2px;">Senior Nurses</div> <div style="padding: 2px;">Allied Health Professionals/ Additional team members and auxiliary staff</div> <div style="padding: 2px;">Foundation Doctors</div> <div style="padding: 2px;">Pharmacists</div> </div>
Revised Assessor's Position/Role	
<hr/>	
Trainee's Name	
Trainee's Registration Number	
Specialty	
Training Period Start	
Training Period End	03/04/2019
<hr/>	
Maintaining trust/professional relationship with patients	No Concern
Comments	

i All fields marked with an asterisk (*) are mandatory. You won't be able to Submit a form until all mandatory fields have been filled.

i If you are unsure how to answer a particular field then please seek guidance from your Foundation School.

Step 6

To move a form from one post to another. Once you have clicked on the + the section expands to reveal a table of TAB Assessors, Submitters Date Submitted, Attention Items, Actions. Click in the Actions to see the drop-down list. As a Senior Administrator you view, delete, move form or change an assessor category. In this second example click Move Form.

Once you've selected to submit the form you'll be directed back to the "Move TAB Form" page.

Trainee Profile - Hermione Grainger

FY1, 05/12/2018 - 03/04/2019, Cardiology - Victoria Infirmary - Hogwarts Foundation Programme 06 - FY1 (WOS2237)

Category	Attention Items	Status	Actions
Core Procedures		0	
Supervised Learning Events (SLEs)		0	
<div style="display: flex; align-items: center;"> - Team Assessment of Behaviour (TAB) </div>	<div style="display: flex; align-items: center;"> 3 Open 2 Closed </div>	Not Created (2 TAB Forms)	Actions ▾

Assessor Category	Submitter	Date Submitted	Attention Items	Actions
Self TAB	Hermione Grainger	17/01/2019		Actions ▾
Consultants / GP Principals (including clinical or educational supervisor)	Remus Lupin	21/01/2019	1 Open	Actions ▾
Consultants / GP Principals (including clinical or educational supervisor)	Remus Lupin	21/01/2019	1 Closed	Actions ▾
Consultants / GP Principals (including clinical or educational supervisor)	Albus Dumbledore	21/01/2019	3 Open 1 Closed	Actions ▾
Consultants / GP Principals (including clinical or educational supervisor)	Albus Dumbledore	21/01/2019	1 Open	Actions ▾
Consultants / GP Principals (including clinical or educational supervisor)	Albus Dumbledore	21/01/2019	4 Open	Actions ▾
Consultants / GP Principals (including clinical or educational supervisor)	Albus Dumbledore	17/01/2019		Actions ▾
Senior Nurses	Albus Dumbledore	21/01/2019		Actions ▾
Pharmacists	Albus Dumbledore	21/01/2019		Actions ▾

<div style="display: flex; align-items: center;"> + Supervisor Forms </div>		1	
---	--	---	--

FY1, 24/07/2018 - 04/12/2018, Medical Oncology - Victoria Infirmary - Hogwarts Foundation Programme 06 - FY1 (WOS2237)

Category	Attention Items	Status	Actions
			<div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <ul style="list-style-type: none"> View Delete Move Form → Change Assessor Category </div>

Step 7

Once you have chosen this you will be taken to the Move TAB Form page. Select the revised post that the Form will be against from the drop-down. Once you have made the change scroll to the bottom of the form and click update, you will be asked to reconfirm update, click Confirm Update. Once completed you will be returned to the Trainees Profile page.

Move TAB Form

Team Assessment of Behaviour (TAB) Details

Trainee's Name	Hermione Grainger
Trainee's Registration Number	1111113
Current Post	
	FY1, 05/12/2018 - 03/04/2019, Cardiology - Victoria Infirmary - Hogwarts Foundation Programme 06 - FY1 (WOS2237)
Revised Post *	<div style="border: 1px solid #ccc; padding: 2px;"> -- Please Select -- </div> <div style="background-color: #0070c0; color: white; padding: 2px; margin-top: 2px;"> -- Please Select -- </div>
<small>Anonymised data may be used for research</small>	
Assessor Category	FY1, 24/07/2018 - 04/12/2018, Medical Oncology - Victoria Infirmary - Hogwarts Foundation Programme 06 - FY1 (WOS2237)
Assessor's Position/Role	FY1, 07/12/2016 - 04/04/2017, Colorectal Surgery - University Hospital Ayr - Hogwarts Foundation Programme 06 - FY1 (WOS2237)
	FY1, 25/07/2016 - 06/12/2016, General Surgery - University Hospital Ayr - Hogwarts Foundation Programme 06 - FY1 (WOS2237)
Maintaining trust/professional relationship with patients	No Concern
Comments	
Verbal communication skills	No Concern
Comments	
Team-working / working with colleagues	No Concern
Comments	
Accessibility	No Concern
Comments	