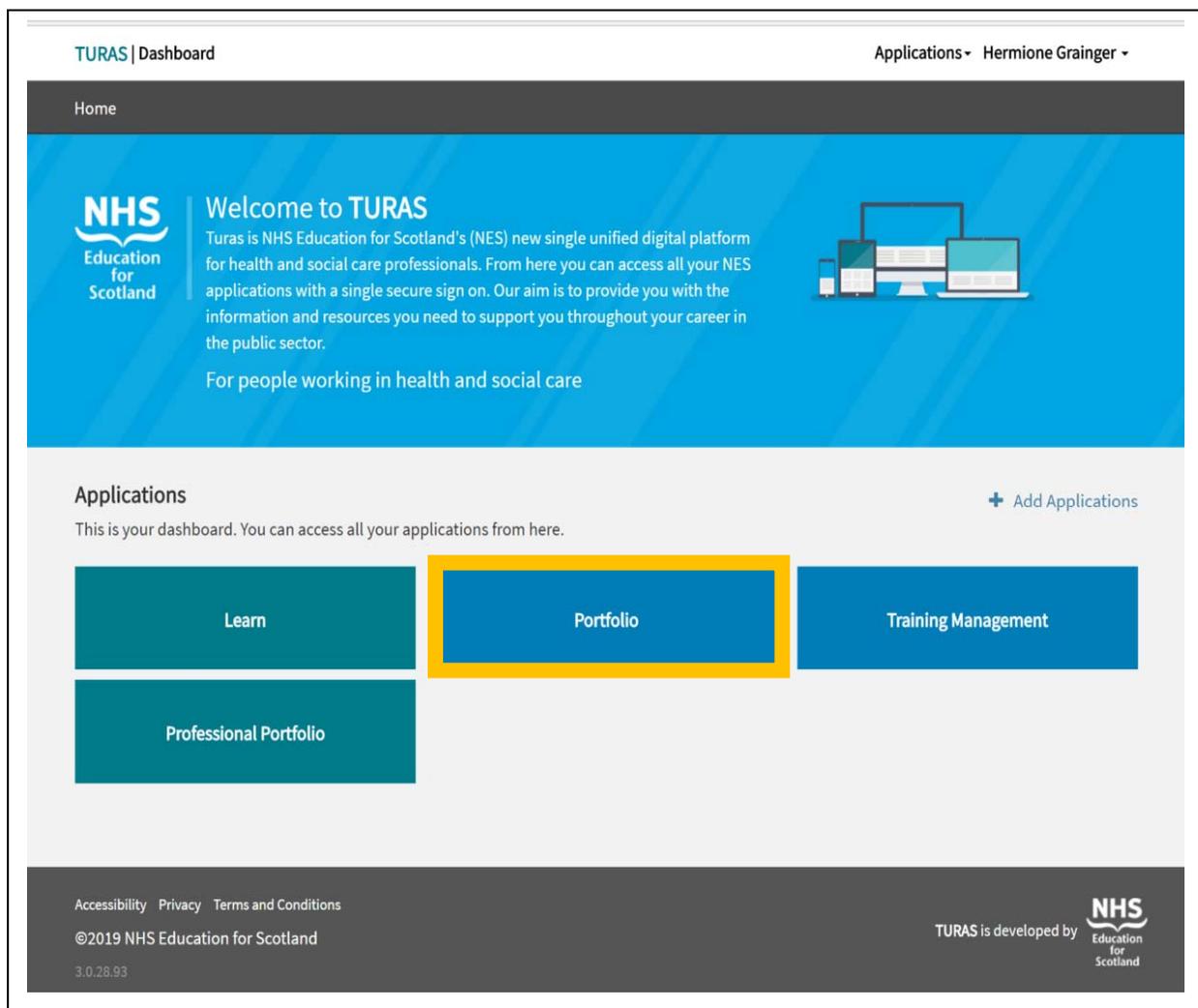


TRAINEES

HOW TO CREATE A TEAM ASSESSMENT OF BEHAVIOUR (TAB) FORM AND GENERATE TICKETS

Step 1

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



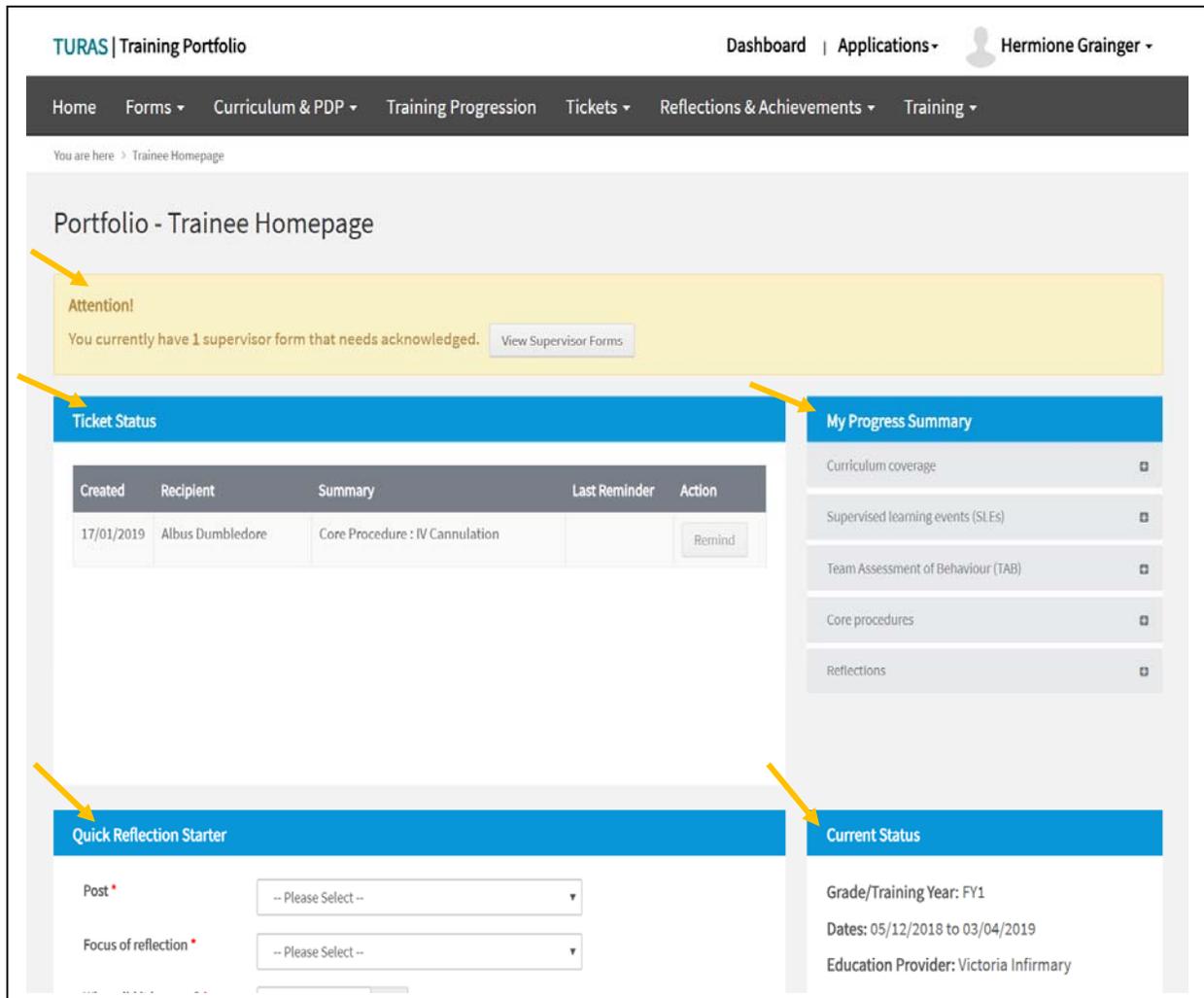
The screenshot shows the TURAS Dashboard interface. At the top, it displays "TURAS | Dashboard" on the left and "Applications - Hermione Grainger -" on the right. Below this is a "Home" header. The main content area features the NHS Education for Scotland logo and a "Welcome to TURAS" message. The message 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 laptop and a tablet. 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 your Portfolio - Trainee Homepage.

Here you will be able to access:

- forms you may need to acknowledge
- view your ticket status
- view my progress summary. Click on the + beside each area to open up to view your progress at a glance
- start a quick reflection
- view current status this section includes your current grade/training level, post start/end date, location (Education Provider), specialty, your named Educational and Clinical Supervisor and Programme Director. To contact any of the named trainers, click on the name and will open your email browser.



TURAS | Training Portfolio Dashboard | Applications ▾  Hermione Grainger ▾

Home Forms ▾ Curriculum & PDP ▾ Training Progression Tickets ▾ Reflections & Achievements ▾ Training ▾

You are here > Trainee Homepage

Portfolio - Trainee Homepage

Attention!
You currently have 1 supervisor form that needs acknowledged. [View Supervisor Forms](#)

Ticket Status

Created	Recipient	Summary	Last Reminder	Action
17/01/2019	Albus Dumbledore	Core Procedure : IV Cannulation		Remind

My Progress Summary

- Curriculum coverage +
- Supervised learning events (SLEs) +
- Team Assessment of Behaviour (TAB) +
- Core procedures +
- Reflections +

Quick Reflection Starter

Post *

Focus of reflection *

Current Status

Grade/Training Year: FY1

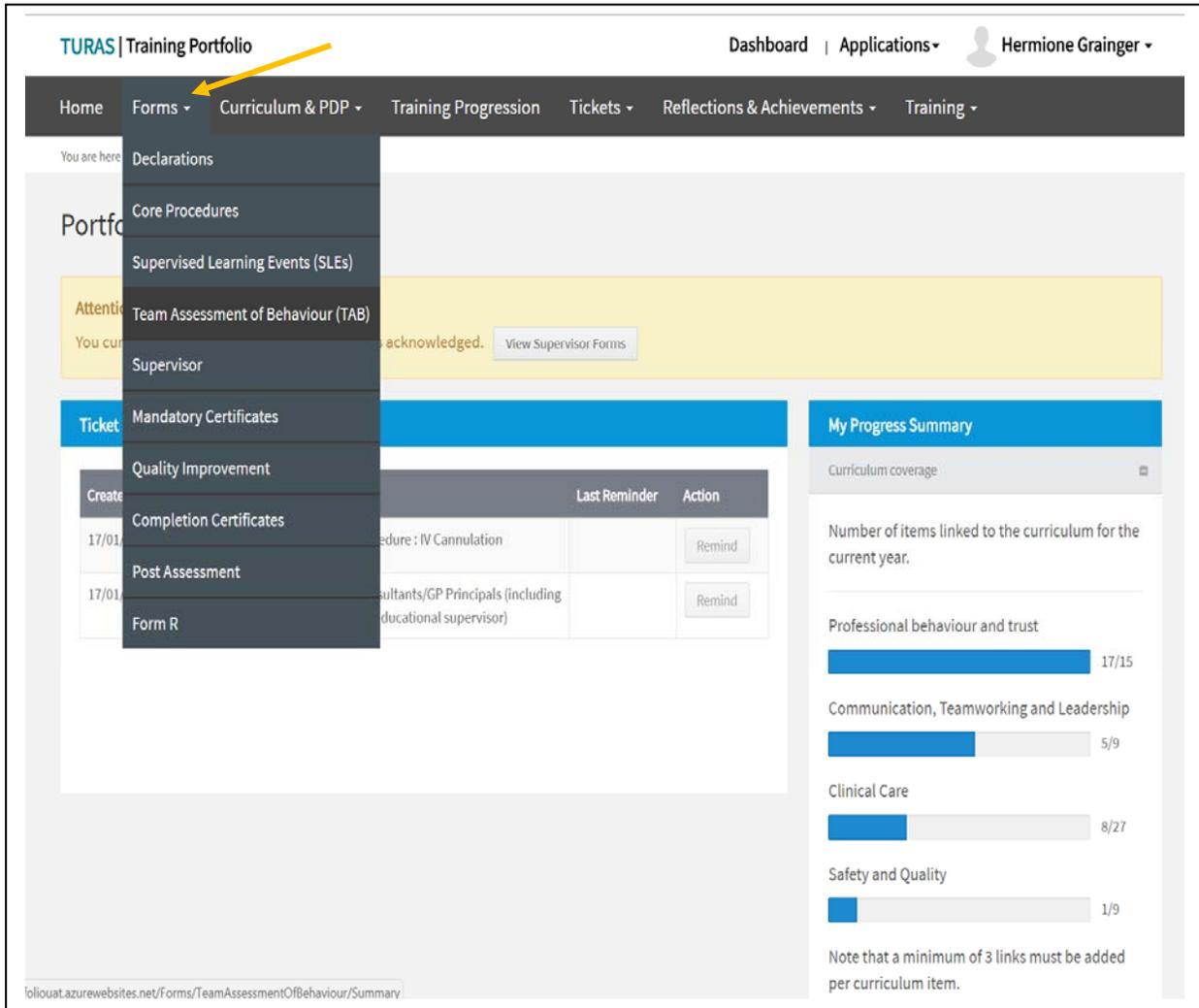
Dates: 05/12/2018 to 03/04/2019

Education Provider: Victoria Infirmary

 If you find that any of this information is incorrect you need to contact the relevant Foundation School.

Step 3

To access all Forms, click Forms from the tool bar to open the drop-down list. Here you will see the standard forms you can add to your portfolio. For this example click Team Assessment of Behaviour (TAB).



The screenshot shows the TURAS Training Portfolio interface. At the top, there is a navigation bar with the following items: Home, Forms (highlighted with a yellow arrow), Curriculum & PDP, Training Progression, Tickets, Reflections & Achievements, and Training. The user's name, Hermione Grainger, is displayed in the top right corner.

The 'Forms' dropdown menu is open, showing the following options:

- Declarations
- Core Procedures
- Supervised Learning Events (SLEs)
- Team Assessment of Behaviour (TAB) (highlighted in yellow)
- Supervisor
- Mandatory Certificates
- Quality Improvement
- Completion Certificates
- Post Assessment
- Form R

In the background, there is a 'My Progress Summary' section with the following data:

Category	Progress	Total
Professional behaviour and trust	17/15	17/15
Communication, Teamworking and Leadership	5/9	5/9
Clinical Care	8/27	8/27
Safety and Quality	1/9	1/9

Below the progress summary, there is a note: "Note that a minimum of 3 links must be added per curriculum item."

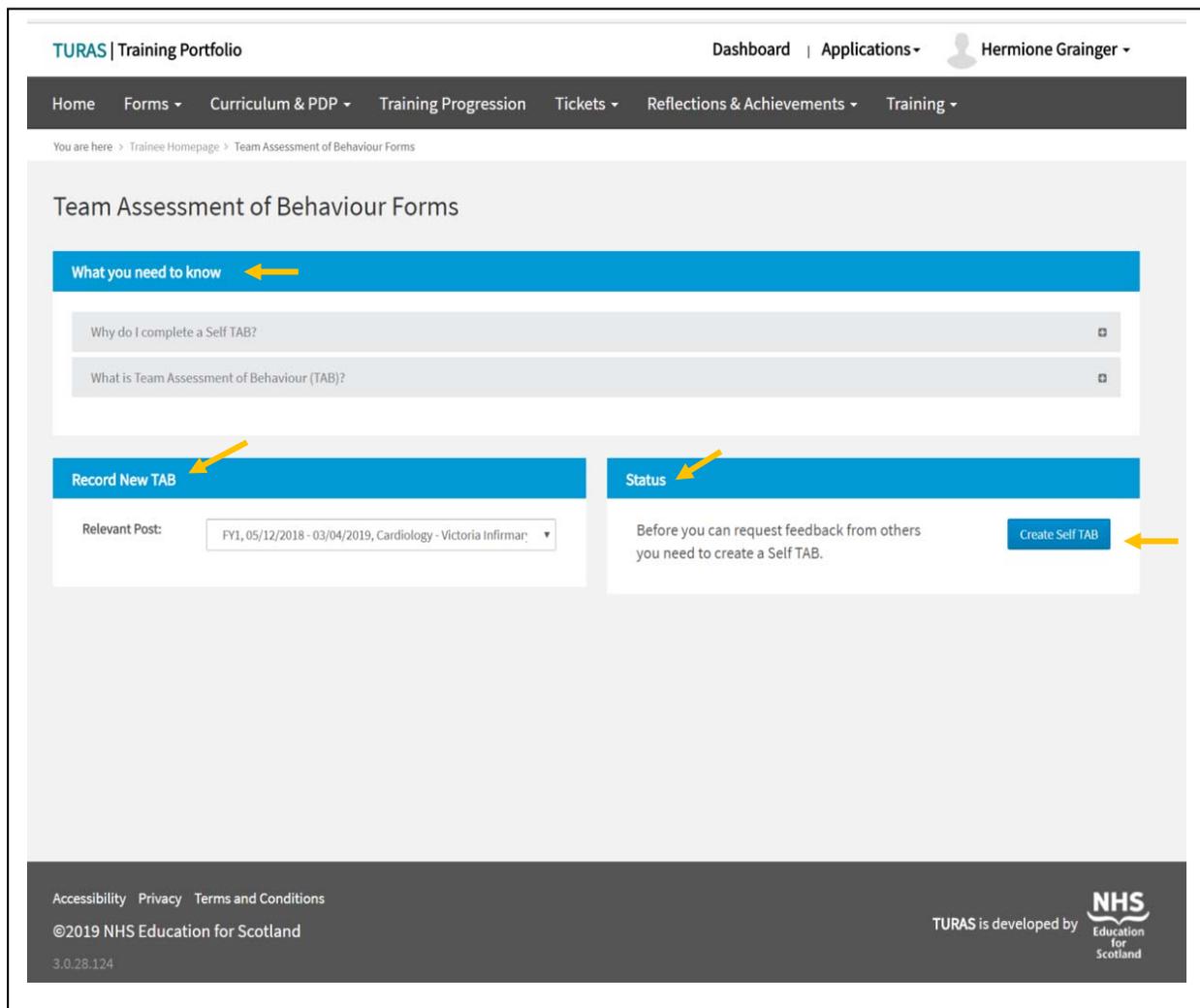
Step 4

Once you have click on TAB from the drop-down you will open the Team Assessment of Behaviour Forms. The What you need to know section provides you with descriptors, Why do I complete a Self Tab and What is a Team Assessment of Behaviour (TAB)? To access these, click on the +.

In the section headed Record a New TAB select from the drop-down list of the post you wish the TAB to be recorded against.

In the Status section you will note that before you can request feedback from others you need to create a Self TAB.

Click Create Self TAB.



The screenshot displays the TURAS Training Portfolio interface. At the top, the user is logged in as Hermione Grainger. The navigation menu includes Home, Forms, Curriculum & PDP, Training Progression, Tickets, Reflections & Achievements, and Training. The breadcrumb trail indicates the user is in the Team Assessment of Behaviour Forms section.

The main content area is titled "Team Assessment of Behaviour Forms" and contains three primary sections:

- What you need to know:** A blue header section with a yellow arrow pointing to it. Below it are two expandable cards: "Why do I complete a Self TAB?" and "What is Team Assessment of Behaviour (TAB)?".
- Record New TAB:** A blue header section with a yellow arrow pointing to it. Below it is a "Relevant Post:" dropdown menu showing "FY1, 05/12/2018 - 03/04/2019, Cardiology - Victoria Infirmary".
- Status:** A blue header section with a yellow arrow pointing to it. Below it is a text box stating "Before you can request feedback from others you need to create a Self TAB." and a blue "Create Self TAB" button with a yellow arrow pointing to it.

The footer contains links for Accessibility, Privacy, and Terms and Conditions, along with copyright information for NHS Education for Scotland (©2019) and the version number 3.0.28.124. It also notes that TURAS is developed by NHS Education for Scotland.

Step 5

Once you have clicked Self TAB a new window opens called Create Form complete the form and as soon as you are happy with the contents click Save and the bottom on the form it should be noted that you go back and update your Self TAB from the main TAB window.

Please note if you select you have some concern or you have major concern you must add on a text into the comments box.

TURAS | Training Portfolio
Dashboard | Applications-  Hermione Grainger -

Home
Forms -
Curriculum & PDP -
Training Progression
Tickets -
Reflections & Achievements -
Training -

You are here > Trainee Homepage > Team Assessment of Behaviour Forms > New Team Assessment of Behaviour (Self TAB)

Create Form

New Team Assessment of Behaviour (Self TAB)

Please complete this TAB form about yourself before your next appraisal. This will help your educational supervisor understand any areas of your professional behaviour in which you lack confidence at this stage of your career. Be specific, using comments as necessary, especially if you have any concerns. The Self TAB form will also help if there are any areas (blind spots) in your interpersonal work as a trainee which others find a concern, but about which you may be unaware. Remember: a Self TAB must be completed before other members of the team can be invited to provide a TAB.

Trainee's Name	Hermione Grainger
Trainee's Registration Number	1111113
Specialty	Cardiology
Training Period Start	05/12/2018
Training Period End	03/04/2019

Maintaining trust/professional relationship with patients *

No concern
 You have some concern
 You have a major concern

Comments

 Further information....

Verbal communication skills *

No concern

 Further information..... clicking on this opens a pop-up window to you examples for each of the form headings. All fields marked with an asterisk (*) are mandatory. You won't be able to Submit a form until all mandatory fields have been filled.

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

Step 6

Once you've selected to submit the form you'll be directed back to the Team Assessment of Behaviour Forms Screen. In the section headed Multi-disciplinary Team you will see a table showing the mix of assessor types as well as the minimum number required under each category.

Remember that the Summary TAB will only be released once 10 TABs have been completed and your supervisor considers that you have the correct mix of assessor types.

In the Action column click Create Ticket against the assessor category you wish to send the TAB too.

Team Assessment of Behaviour Forms

Record New TAB

Relevant Post: FY1, 05/12/2018 - 03/04/2019, Cardiology - Victoria Infirmary

Status

0 out of 10 TABs have been completed.

Self TAB: Completed	Summary TAB: Not Released
------------------------	------------------------------

[Update Self TAB](#)

Remember that the Summary TAB will only be released once 10 TABs have been completed and your supervisor considers that you have the correct mix of assessor types.

Multi-disciplinary Team

Mix of Assessor Types

IMPORTANT: To ensure quality, a valid TAB requires a minimum of 10 assessors including at least four senior assessors comprising consultants / trained GPs and senior nurses. The named clinical supervisor will normally be one of the assessors.

Assessor Category	Complete	Minimum required	Minimum met?	Actions
Consultants / GP Principals (including clinical or educational supervisor)	0	2	No	Create Ticket
Doctors (more senior than F2)	0	1	No	Create Ticket 
Senior Nurses	0	2	No	Create Ticket
Allied Health Professionals/ Additional team members and auxiliary staff	0	2	No	Create Ticket
Foundation Doctors	0	0 (max 2)	Yes	Create Ticket
Pharmacists	0	0	Yes	Create Ticket

Step 7

You will be taken to Create Ticket window.

1. Select post from the drop-down you are requesting the assessor to complete the TAB against
2. Click Next
3. Select the Recipient you wish to complete the TAB from radio button
4. Click Next
5. Add any comments or message you wish the be displayed to the recipient
6. Click submit
7. You will be asked if you are sure
8. Click submit

TURAS | Training Portfolio
Dashboard | Applications -  Hermione Grainger -

Home
Forms -
Curriculum & PDP -
Training Progression
Tickets -
Reflections & Achievements -
Training -

You are here > Trainee Homepage > Team Assessment of Behaviour Forms > Create Ticket - Select Post

Create Ticket

Select Post

Remember that you can only request a form for a post during the post and up to 90 days after completion of the post, so if a previous post does not display here that's the reason why!

Post *

FY1, 05/12/2018 - 03/04/2019, Cardiology - Victoria Infirmary - Hogwarts Foundation Prog
▼

Cancel
Next

Post

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

Select Recipient

Who do you want to ticket? You can ticket either one of your current/previous supervisors or another assessor.

Recipient *

Albus Dumbledore (Clinical Supervisor)

 Remus Lupin (Programme Director)

 Other Assessor

Cancel
Previous
Next

Post

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

Ticket Recipient

Albus Dumbledore (Clinical Supervisor)

Comments and Confirmation

Enter any comments, confirm the details and submit the ticket

Comments

Cancel
Previous
Submit

TURAS | Training Portfolio
Dashboard | Applications -  Hermione Grainger -

Home
Forms -
Curriculum & PDP -
Training Progression
Tickets -
Reflections & Achievements -
Training -

You are here > Trainee Homepage > Team Assessment of Behaviour Forms > Create Ticket

Are you sure you want to Submit?

Submit
Cancel

Step 8

When you have clicked Submit you are taken to the Create Ticket - Confirmation Screen where you will see the details of the email which has been sent to the recipient. Click Return at the bottom on the page to return to the Team Assessment of Behaviour Forms.

Create Ticket - Confirmation

Ticket Details

The following email has been sent to ndptest9@nes.scot.nhs.uk

Ticket Email	Dear Albus Dumbledore
---------------------	-----------------------

FEEDBACK HAS BEEN REQUESTED FOR

Trainee: Hermione Grainger (ndptest8@nes.scot.nhs.uk)
Post: FY1, 05/12/2018 - 03/04/2019, Cardiology - Victoria Infirmary - Hogwarts Foundation Programme 06 - FY1 (WOS2237)

HOW TO PROVIDE FEEDBACK

Please login to the Turas Portfolio home page at <https://nesndpportfoliouat.azurewebsites.net/> using your Turas Account to review and complete this request.

If you do not already have a Turas Account please contact your local Turas Administrator to arrange this.

DETAILS OF THE REQUEST

Team Assessment of Behaviour (TAB) (Consultants/GP Principals (including clinical / educational supervisor))
Assessor: Albus Dumbledore
Trainee Comment: test, please complete
Trainee Email: ndptest8@nes.scot.nhs.uk

Thank you for taking the time to complete this request.

Regards
The Turas Portfolio Team

Step 9

When you have clicked Return you are taken back to the Team Assessment of Behaviour Forms where you can repeat to process for each assessor category.

To review the Tickets, you have sent. Select Tickets from the menu to open the drop-down list and select Created. You will see a what you need to know section, click on the+ to open the information and click – to close.

The table displays show the created tickets as well as the Form(s) Status. The Actions column allows you the view the details sent to the assessor or delete the Ticket.

If the Form Status is Complete you will only be able to view Ticket details and not the information the assessor has submitted.

If the ticket is Incomplete you can view details or Delete the ticket created.

You are here > Trainee Homepage > Tickets Created

Tickets Created

What you need to know

- What are Tickets? +
- Why do I need to use them? +

Created Tickets

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

Creation Date	Ticket Code	Expiry Date	Ticket Status	Assessor Name	Form(s)	Form(s) Status	Actions
18/01/2019		18/04/2019	Open	Albus Dumbledore	Team Assessment of Behaviour (TAB) (Consultants/GP Principals (including clinical / educational supervisor))	Incomplete	Actions ▼ Details Delete
18/01/2019		18/04/2019	Open	Remus Lupin	Team Assessment of Behaviour (TAB) (Consultants/GP Principals (including clinical / educational supervisor))	Incomplete	Actions ▼
18/01/2019		18/04/2019	Open	Albus Dumbledore	Team Assessment of Behaviour (TAB) (Consultants/GP Principals (including clinical / educational supervisor))	Incomplete	Actions ▼
17/01/2019		17/04/2019	Open	Albus Dumbledore	Team Assessment of Behaviour (TAB) (Consultants/GP Principals (including clinical / educational supervisor))	Incomplete	Actions ▼
17/01/2019		17/04/2019	Open	Albus Dumbledore	Core Procedure (IV Cannulation)	Incomplete	Actions ▼