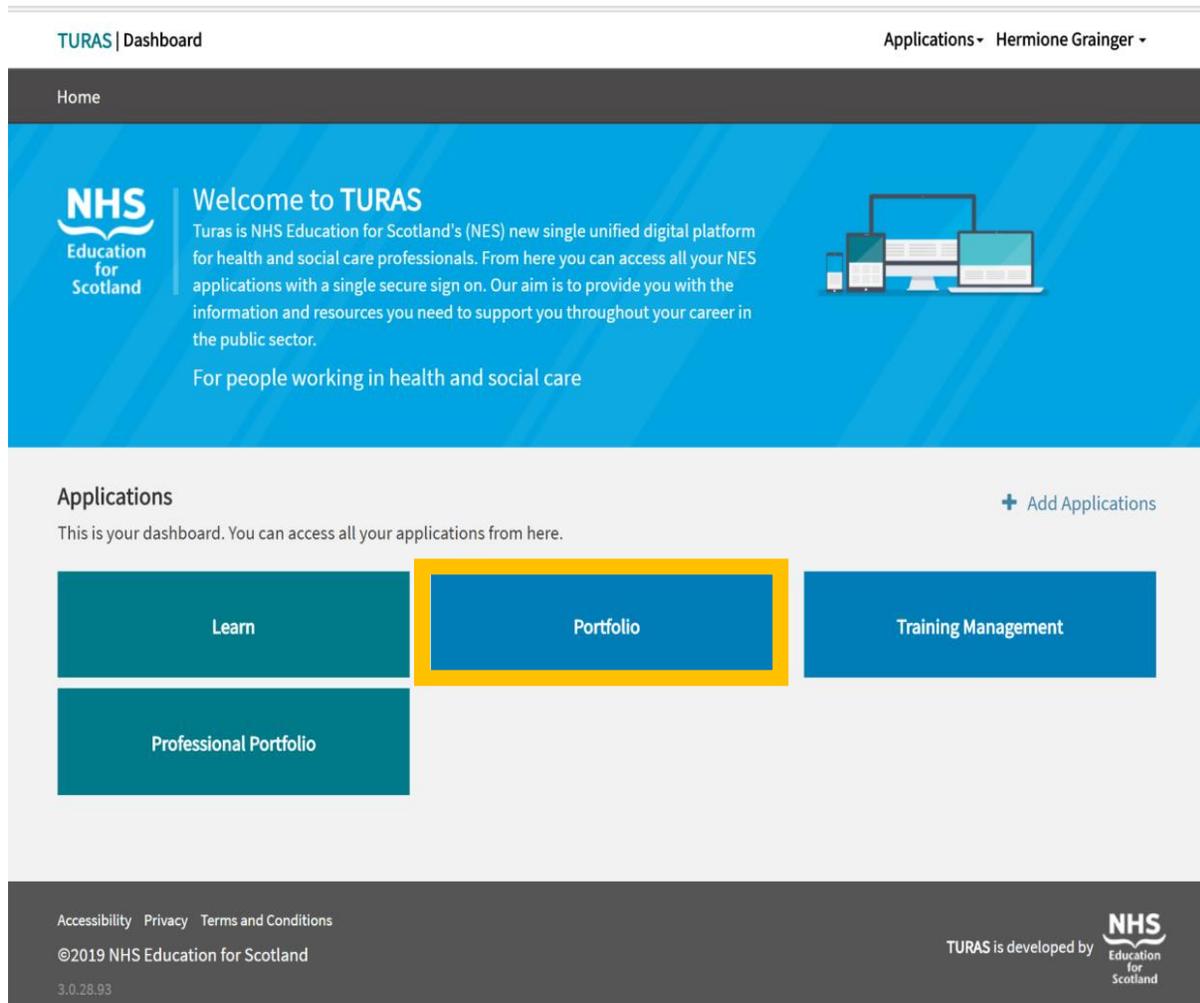


TRAINEES

HOW TO ADD CORE (MANDATORY) AND NON-CORE (ADDITIONAL) LEARNING TO YOUR PORTFOLIO

Step 1

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

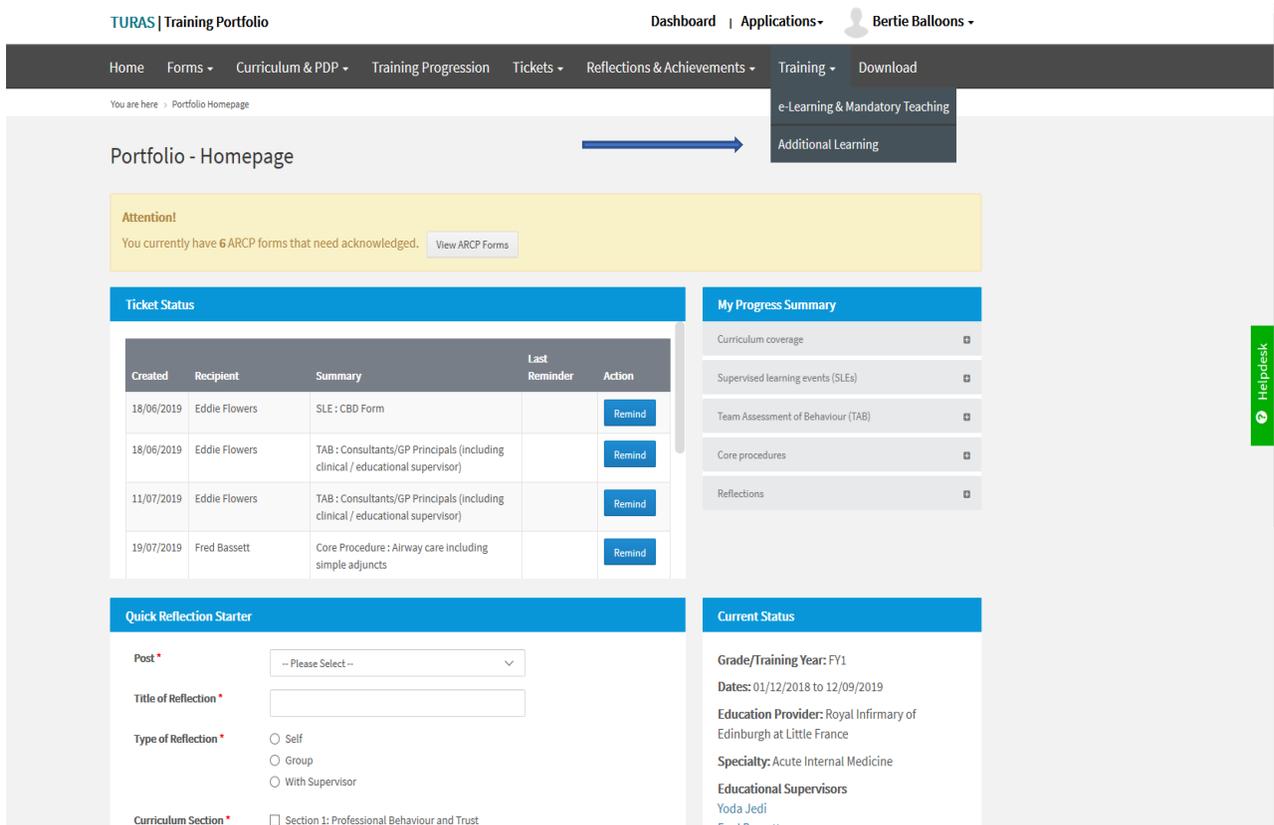


The screenshot shows the Turas Dashboard interface. At the top, it says "TURAS | Dashboard" on the left and "Applications - Hermione Grainger -" on the right. Below this is a dark grey bar with "Home" on the left. The main content area has a blue header with the NHS Education for Scotland logo and a "Welcome to TURAS" message. Below the header, there's a section titled "Applications" with a "+ Add Applications" link. Under "Applications", there are four buttons: "Learn", "Portfolio" (highlighted with a yellow border), "Training Management", and "Professional Portfolio". At the bottom, there's a footer with "Accessibility Privacy Terms and Conditions", "©2019 NHS Education for Scotland", "3.0.28.93", and "TURAS is developed by NHS Education for Scotland".

Step 2

You will be taken to your Portfolio - Trainee Homepage.

- Click the Training Tab from the menu bar
- Select Additional Learning



TURAS | Training Portfolio Dashboard | Applications - Bertie Balloons -

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

You are here > Portfolio Homepage

Portfolio - Homepage

Attention!
You currently have 6 ARCP forms that need acknowledged. [View ARCP Forms](#)

Created	Recipient	Summary	Last Reminder	Action
18/06/2019	Eddie Flowers	SLE : CBD Form		Remind
18/06/2019	Eddie Flowers	TAB : Consultants/GP Principals (including clinical / educational supervisor)		Remind
11/07/2019	Eddie Flowers	TAB : Consultants/GP Principals (including clinical / educational supervisor)		Remind
19/07/2019	Fred Bassett	Core Procedure : Airway care including simple adjuncts		Remind

My Progress Summary

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

Quick Reflection Starter

Post *

Title of Reflection *

Type of Reflection * Self Group With Supervisor

Curriculum Section * Section 1: Professional Behaviour and Trust

Current Status

Grade/Training Year: FY1
 Dates: 01/12/2018 to 12/09/2019
 Education Provider: Royal Infirmary of Edinburgh at Little France
 Specialty: Acute Internal Medicine
 Educational Supervisors
 Yoda Jedi
 Fred Bassett

i e-learning & mandatory teaching on the dropdown = e-lfh (e-learning for health) modules and LiFT (Learning in Foundation Training) modules. Mandatory Teaching = the teaching administered via Turas LEARN.

Step 3

You will be taken to Additional Learning page

- Click Additional Learning

TURAS | Training Portfolio Dashboard | Applications- Bertie Balloons -

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

You are here > Additional Learning

Additional Learning

Record New Additional Learning

You can add Additional Learning here. [Add Additional Learning](#) 

IMPORTANT NOTES:

1) Do not include

- statutory and mandatory training
- induction sessions
- ILS/ALS/equivalent

2) A maximum of 10 % (6 hours) of e-learning counts towards the minimum 60 hours.

Additional Learning

Learning Date	Title	Actions
04/09/2019	SAMPLE OF ADDITIONAL LEARNING RECORDING	Actions ▼
03/09/2019	test	Actions ▼
30/08/2019	Testing V3	Actions ▼
28/08/2019	TestingV2	Actions ▼
01/08/2019	TestingV1	Actions ▼

[Helpdesk](#)

Step 4

You will be taken to the New Additional learning Form. Complete the form noting mandatory fields *.

- Add in the date of the learning
- Enter the title of the learning
- Select the teaching setting
- Select teaching type – either core (Deanery Delivered Educational Programme (Mandatory Teaching)) or Non-Core (Additional Learning)
- Add details of what was learned at this teaching
- Upload any evidence to your portfolio e.g. certificate of attendance etc

New Additional Learning

New Additional Learning

Trainee's Name	Bertie Balloons
Trainee's Registration Number	3434345
Learning Date *	<input type="text" value="04/09/2019"/>
Learning Title *	<input type="text" value="SAMPLE OF ADDITIONAL LEARNING RECORDING"/>
Teaching Setting *	<input checked="" type="radio"/> Seminar/Tutorial Group/Small Group Teaching <input type="radio"/> Grand Round <input type="radio"/> Balint Group <input type="radio"/> Schwartz Round <input type="radio"/> Simulation <input type="radio"/> E-learning <input type="radio"/> Other
Teaching Type *	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Core Non-Core </div> ←
Number of Hours *	<input type="text" value="0.00"/>
What Was Learned? *	<div style="border: 1px solid #ccc; height: 40px;"></div>
Evidence	<input type="text"/> <input type="button" value="Browse..."/>

[Helpdesk](#)

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Number of hours will change in the next few months to minutes, please enter as hours until notified of the change.

- Click Save – you will be asked are you sure you want to submit the form

New Additional Learning

Are you sure you want to Submit? ×

Trainee's Name
Bertie Balloons

Step 5

You will be returned to the Additional Learning page.

- You can link your Learning to your curriculum

TURAS | Training Portfolio Dashboard | Applications- Bertie Balloons -

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

You are here > Portfolio Homepage > Additional Learning

Additional Learning

Record New Additional Learning

You can add Additional Learning here. [Add Additional Learning](#)

IMPORTANT NOTES:

1) Do not include

- statutory and mandatory training
- induction sessions
- ILS/ALS/equivalent

2) A maximum of 10 % (6 hours) of e-learning counts towards the minimum 60 hours.

Additional Learning

Learning Date	Title	Actions
04/09/2019	SAMPLE OF ADDITIONAL LEARNING RECORDING	Actions ▾
04/09/2019	Test	View Link
03/09/2019	test	Actions ▾
30/08/2019	Testing V3	Actions ▾
28/08/2019	TestingV2	Actions ▾
01/08/2019	TestingV1	Actions ▾

[Helpdesk](#)

i This view will change in the next few months and provide a split of Core or Non-Core teaching displayed in hours and minutes. This will allow users to see at a glance the hours and minutes as well as the types of learning recorded in the portfolio.

Step 6

- Click on Home to return to you Portfolio – Homepage

Portfolio - Homepage

Attention!
You currently have 6 ARCP forms that need acknowledged. [View ARCP Forms](#)

Ticket Status				
Created	Recipient	Summary	Last Reminder	Action
18/06/2019	Eddie Flowers	SLE: CBD Form		Remind
18/06/2019	Eddie Flowers	TAB: Consultants/GP Principals (including clinical / educational supervisor)		Remind
11/07/2019	Eddie Flowers	TAB: Consultants/GP Principals (including clinical / educational supervisor)		Remind
19/07/2019	Fred Bassett	Core Procedure: Airway care including simple adjuncts		Remind

My Progress Summary

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



i This view will change in the next few months and provide under My Progress Summary the Core and Non-Core Teaching recorded and will be displayed in hours and minutes. This will allow users to see at a glance the hours and minutes as well as the types of learning recorded.