TRAINERS

HOW TO release a placement supervison group (psg) summary for an individual trainee

## Step 1

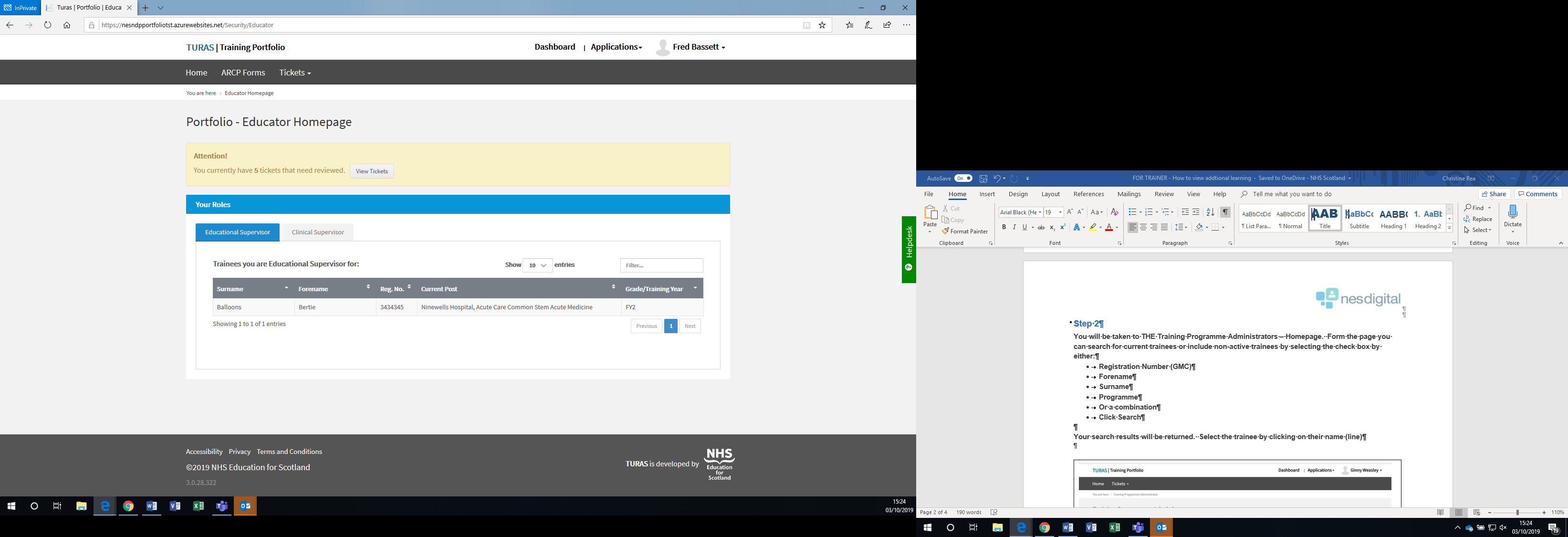
**Once logged into Turas, select the Portfolio application from your Turas Dashboard**



## Step 2

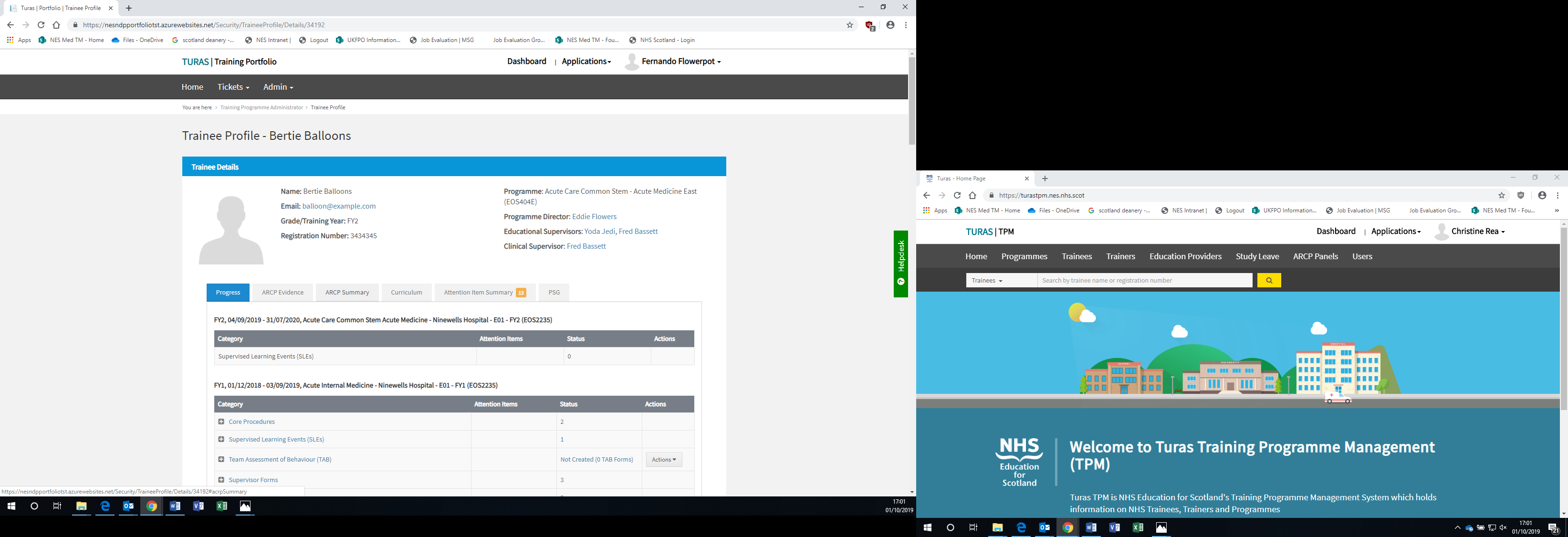
**You will be taken to Educator Homepage.**

* **Select the trainee you wish to view.**



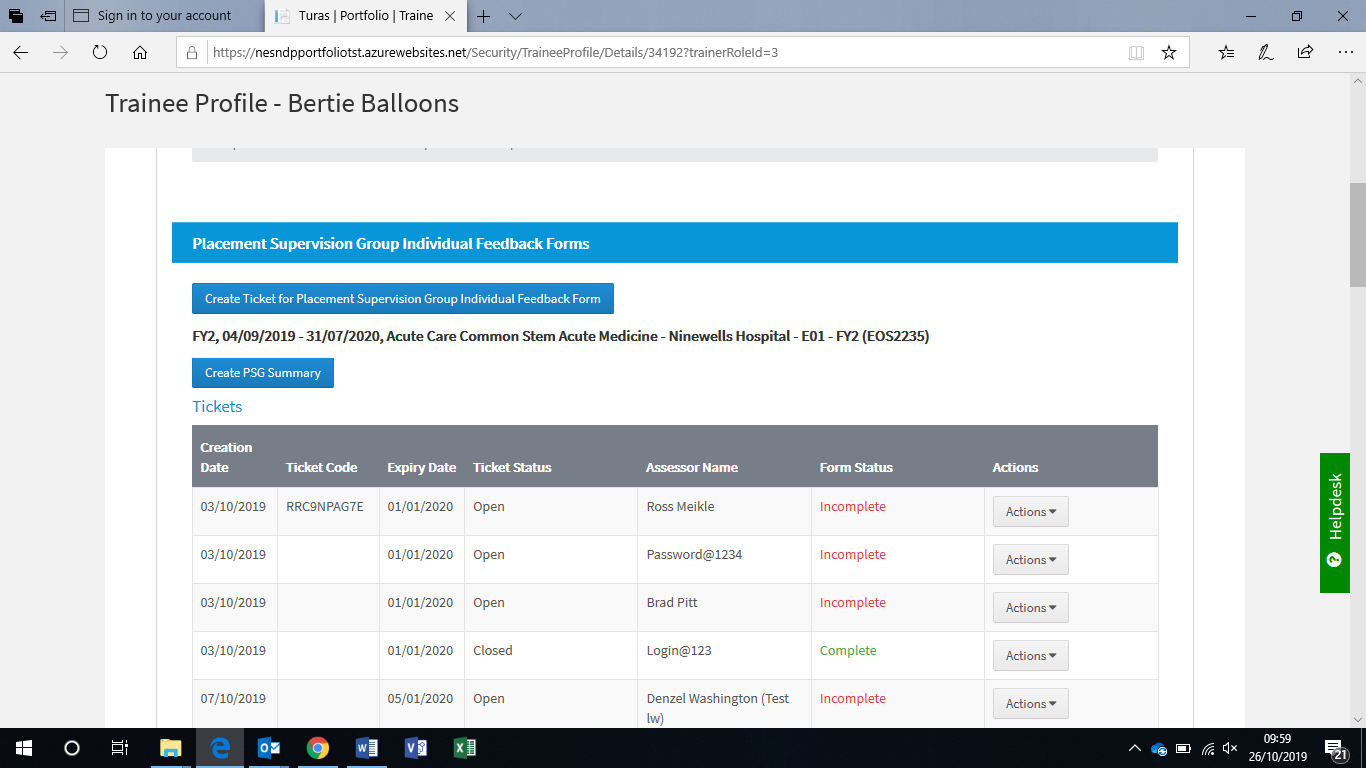
## Step 3

* **Select the PSG tab**
* **Scroll to PSG Summary**



## Step 4

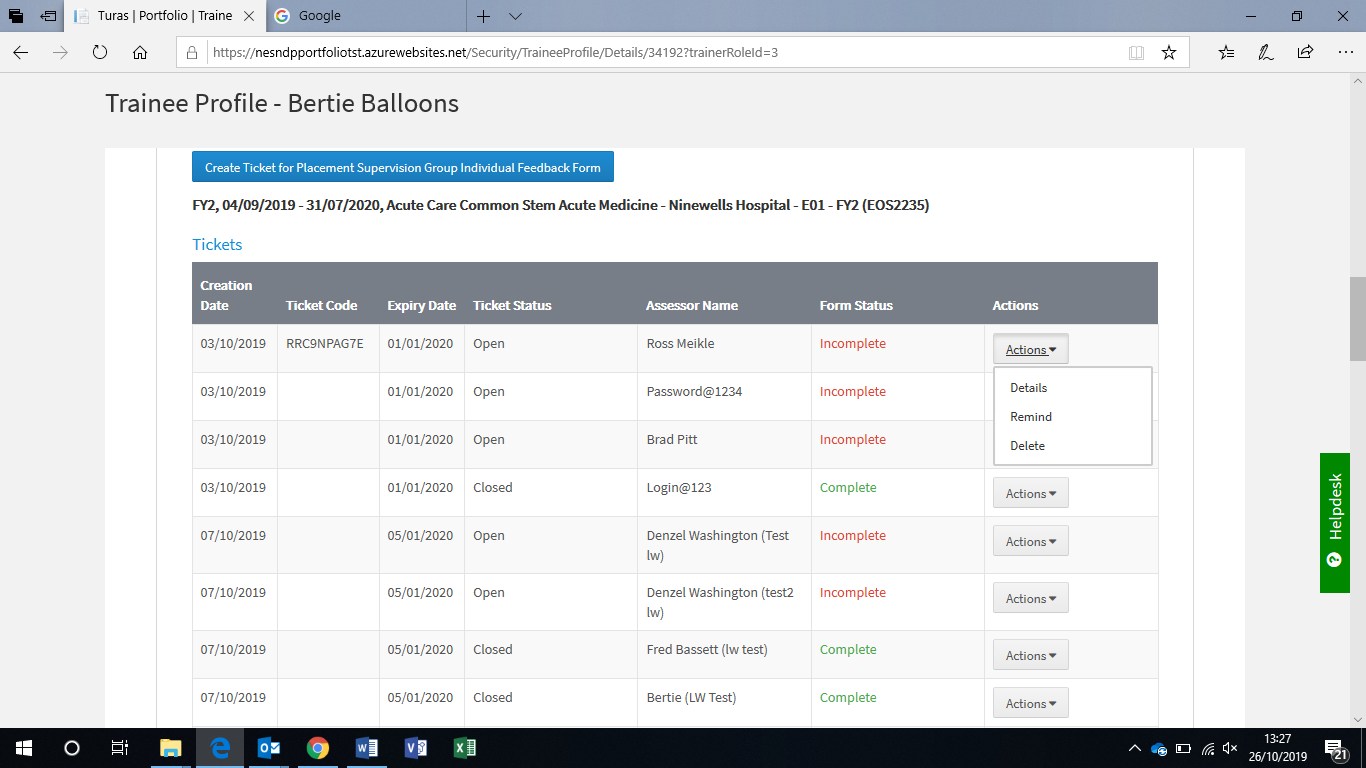
* **Click – Create PSG Summary**



The Tickets Table allows the creator of the PSG to

* View the details of the request
* Send a reminder to the Assessor to complete a PSG for a trainee
* Delete Incomplete tickets

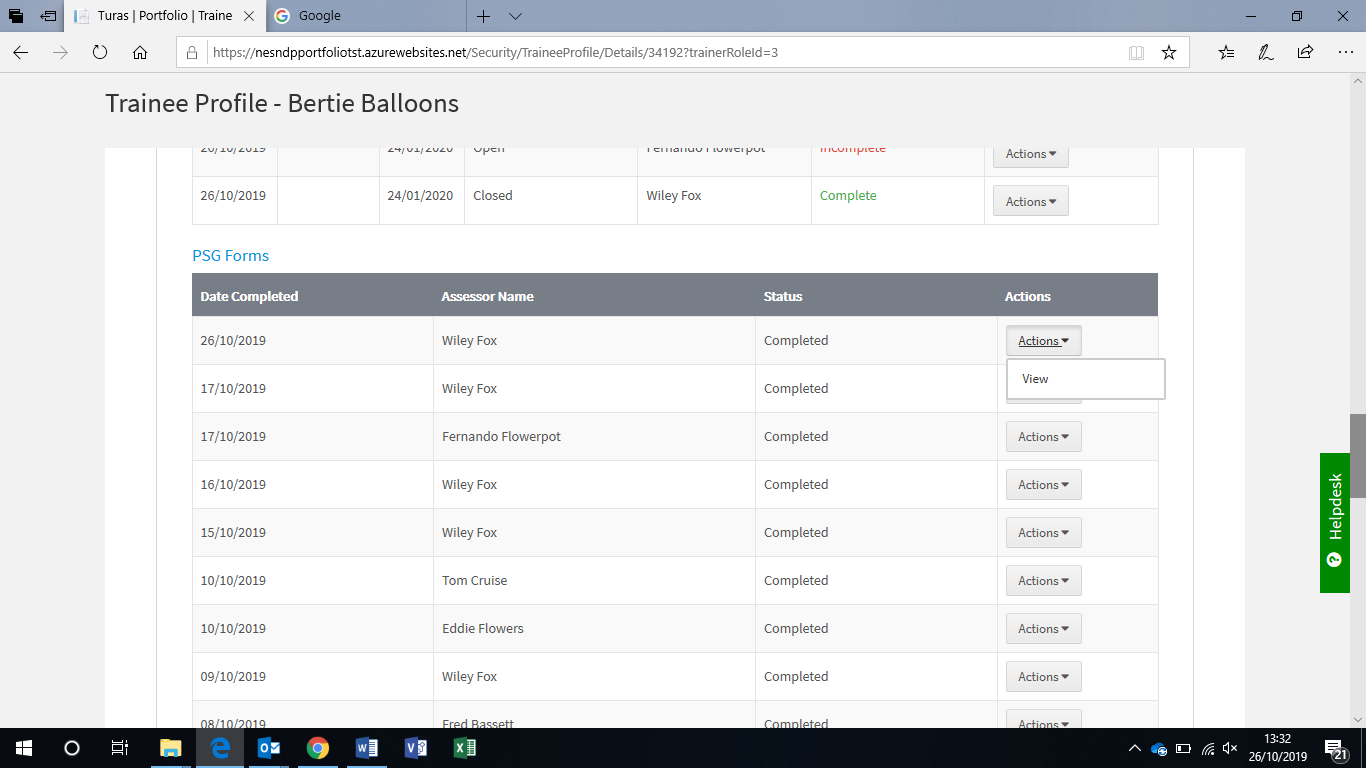
Click in the appropriate action required



|  |  |
| --- | --- |
|  | *This table will change in the next few months and will show only incomplete forms.* |

To view the completed PSG forms

* Scroll to the PSG Forms section where the creator can view the detail in each from by clicking on the Actions dropdown before the Summary is created

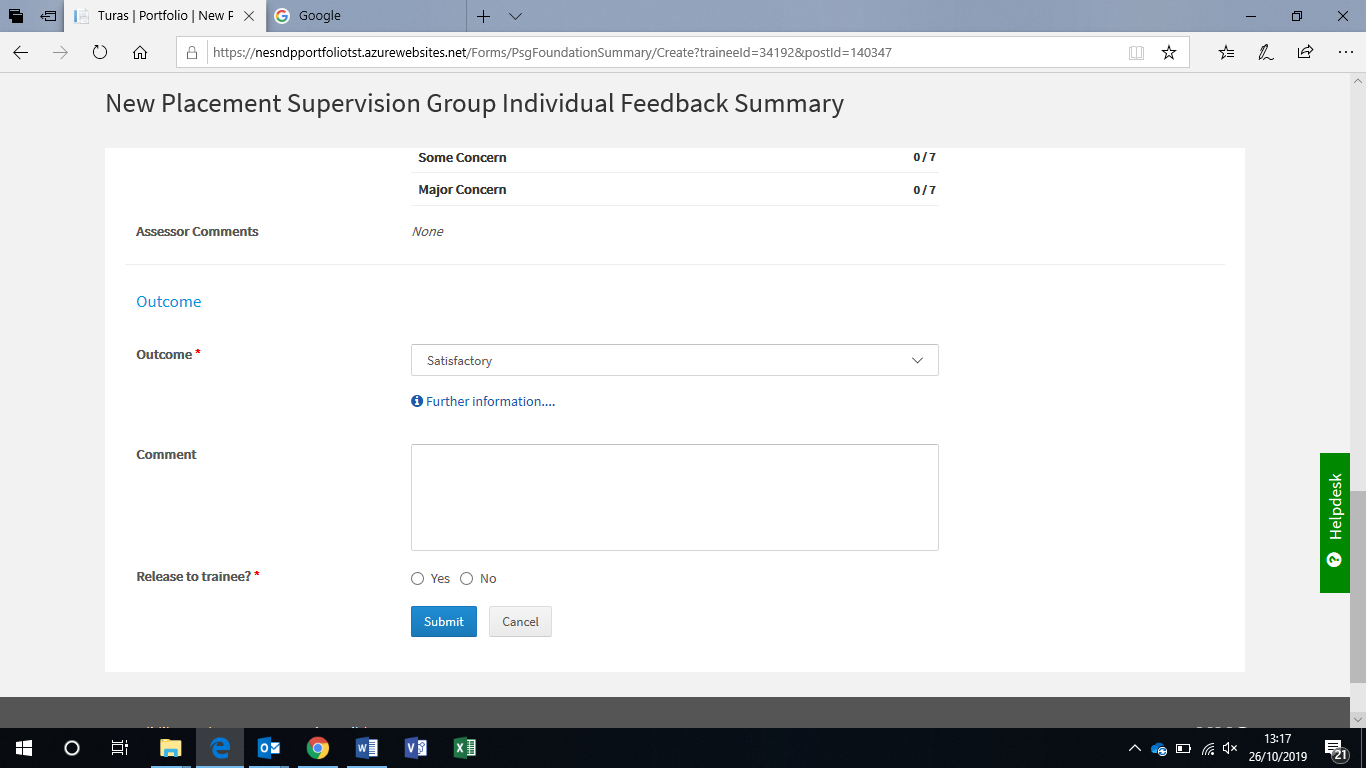
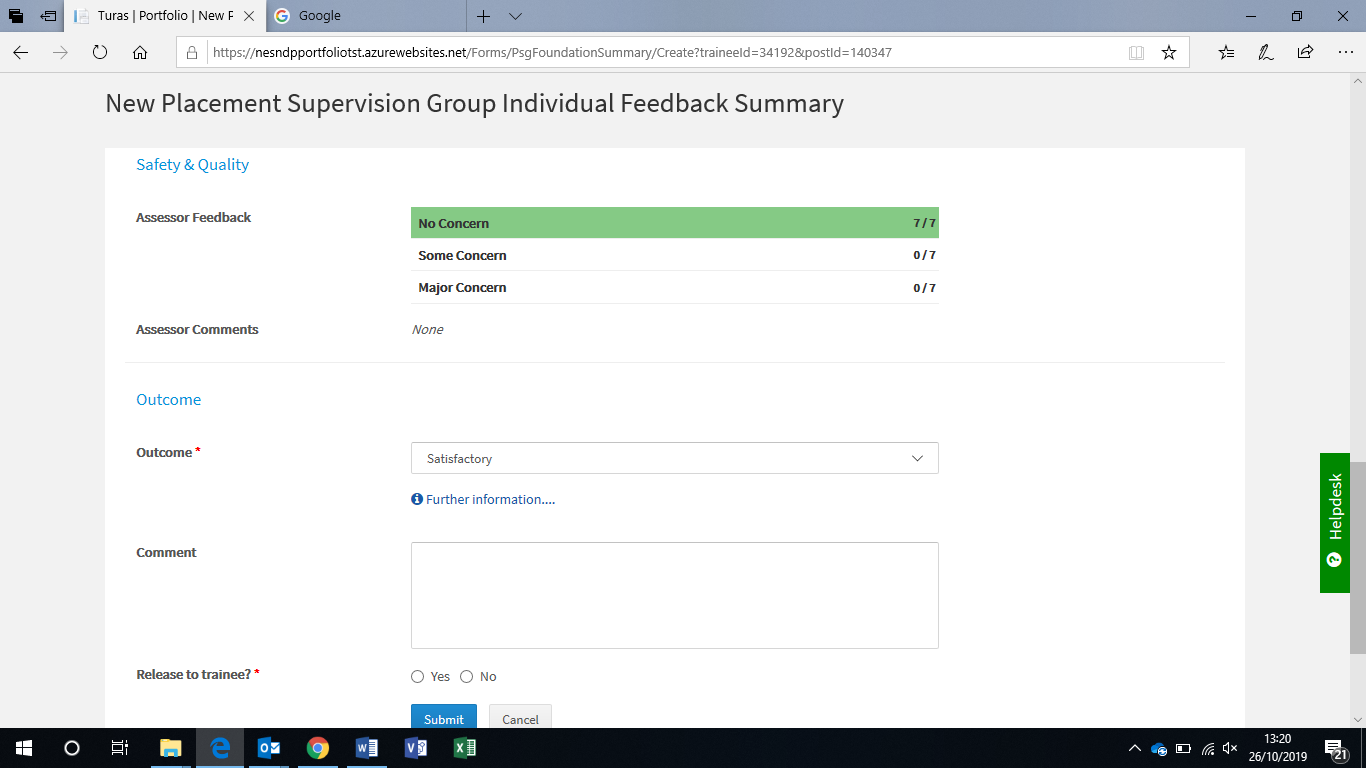
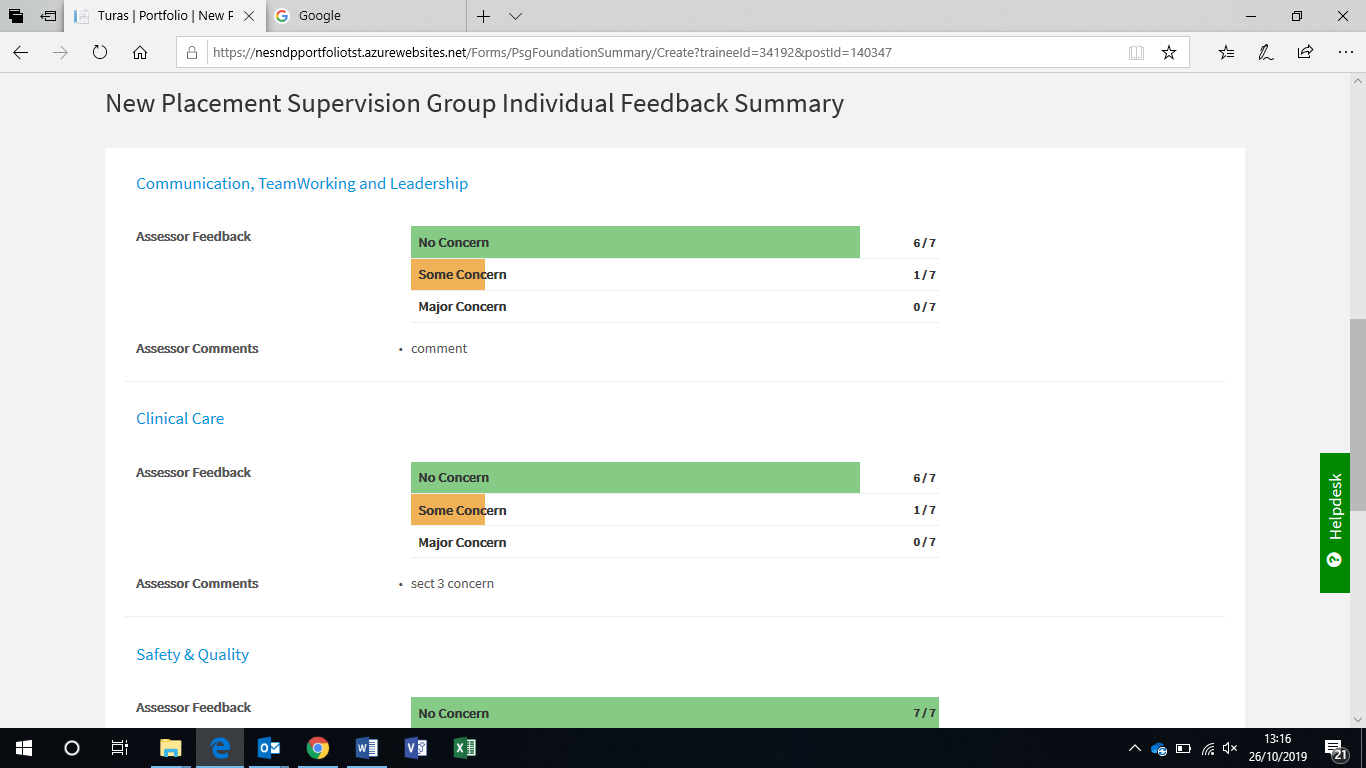
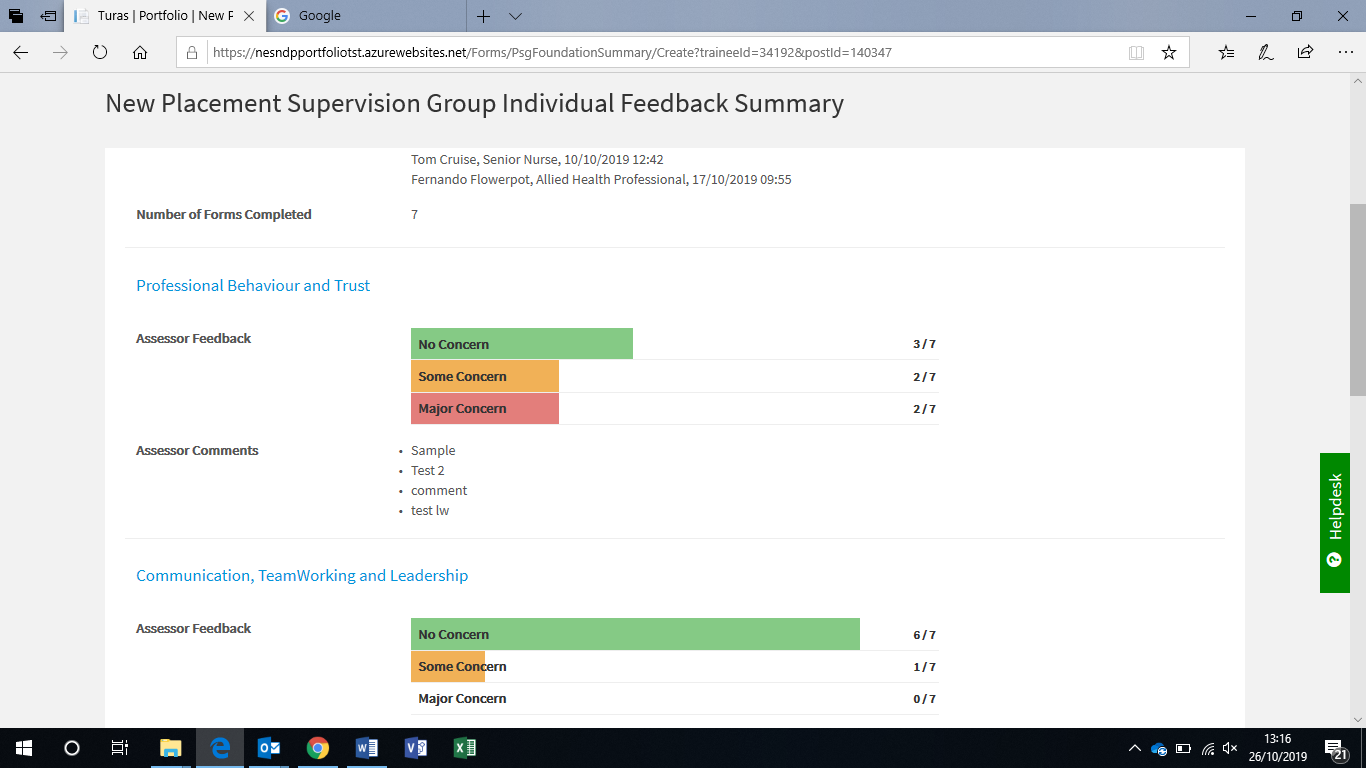
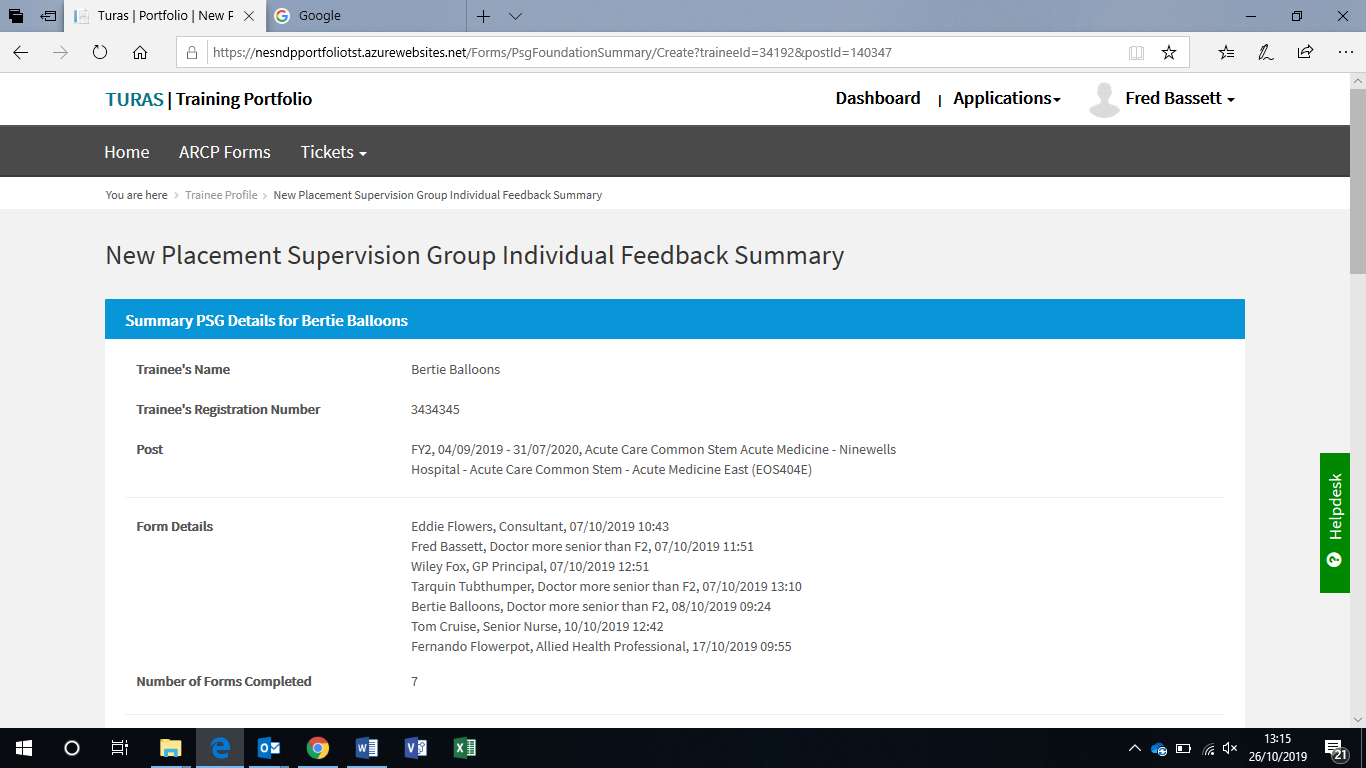


|  |  |
| --- | --- |
|  | *This table will change with the request to highlight any form(s) that may include a concern.* |

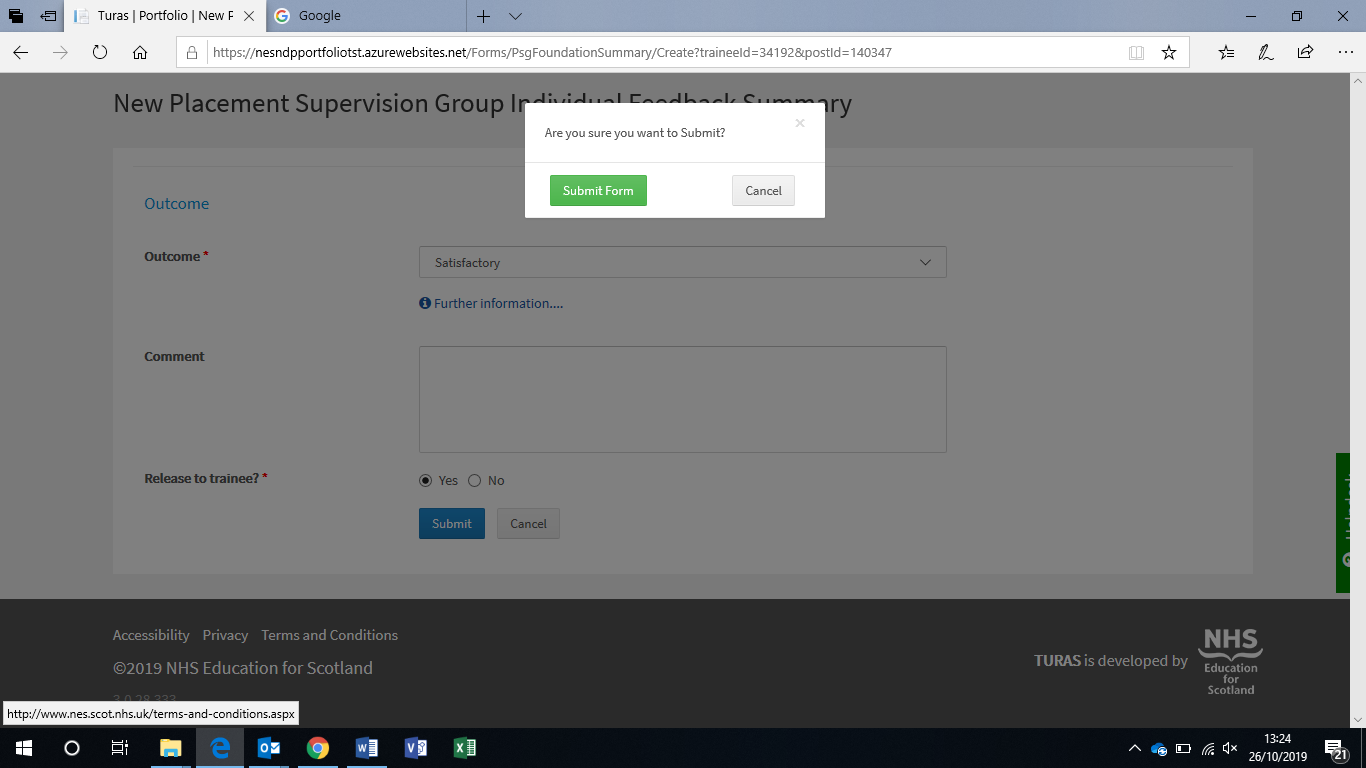
|  |  |
| --- | --- |
|  | *PSG Summary will be included on the updated end of placement form due to be release in the next few months.* |

## Step 5

* Below is an example of the Feedback Summary



* The creator of the PSG can choose to release the form to the trainee
* Select Yes or No
* Click Submit



* User will be returned to the Trainees Profile page