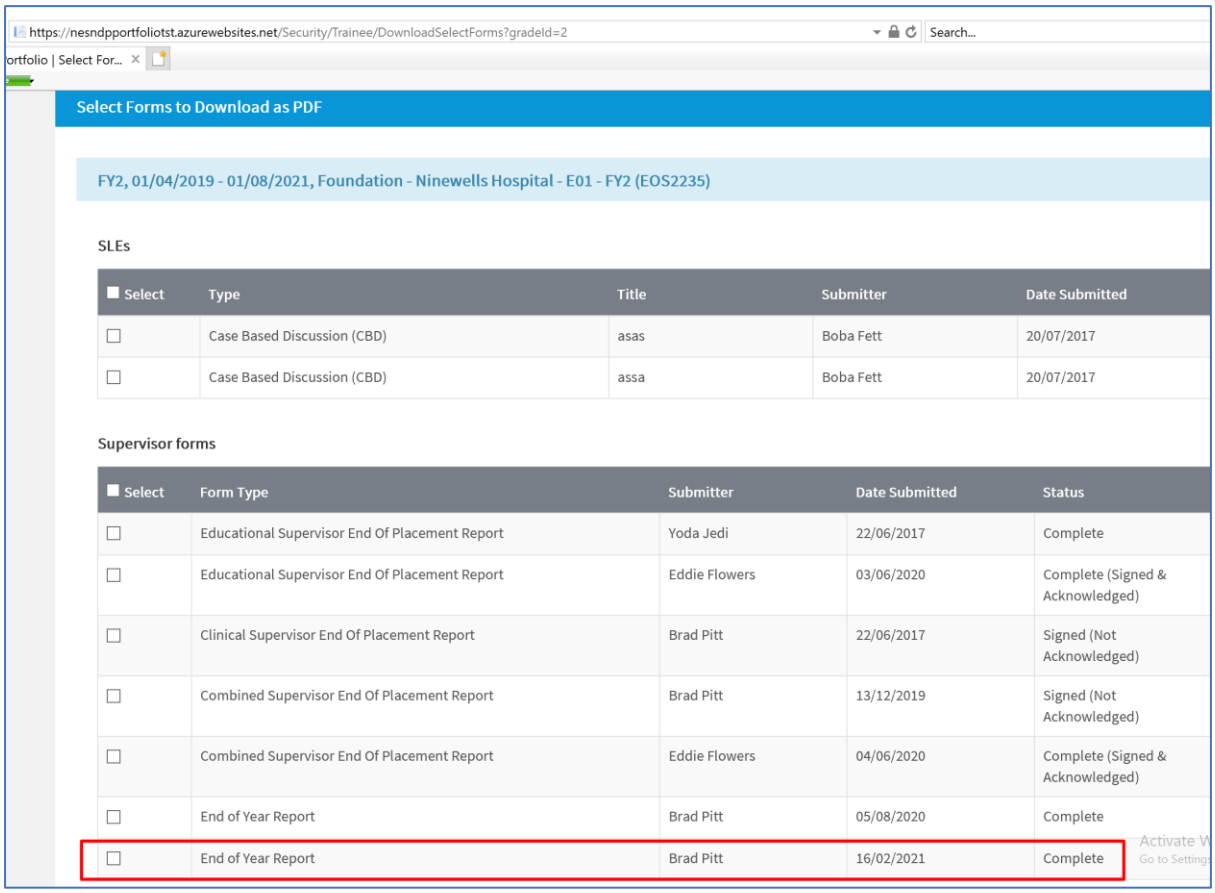
Turas Training Portfolio

Release Notes

25/02/2021

- **End of Year report has been added to the PDF download option for trainees.**

Trainees are now able to select the End of Year report in the PDF download tab.



- **FY1/FY2 trainees are now no longer able to add a 'Prescribing Safety Assessment' (PSA) to mandatory certificates.**

Trainees are now no longer able to add a 'Prescribing Safety Assessment' (PSA) to mandatory certificates. This will now be done via an administrator upload where trainees will be able to upload a copy of their certificate.

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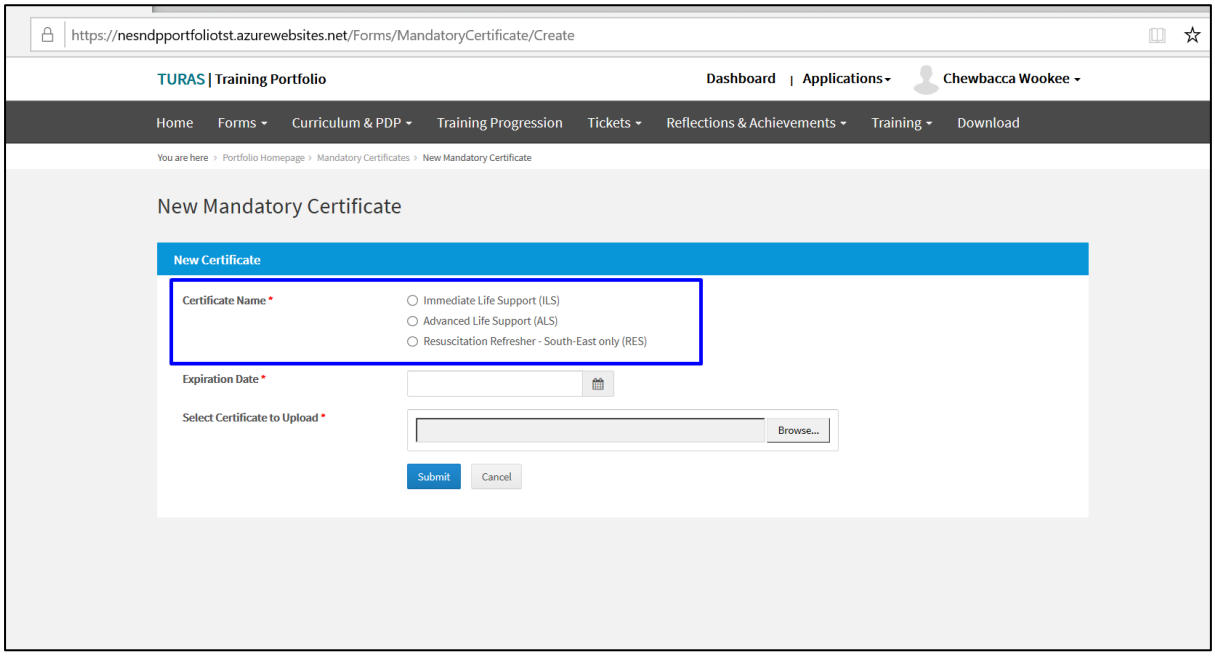
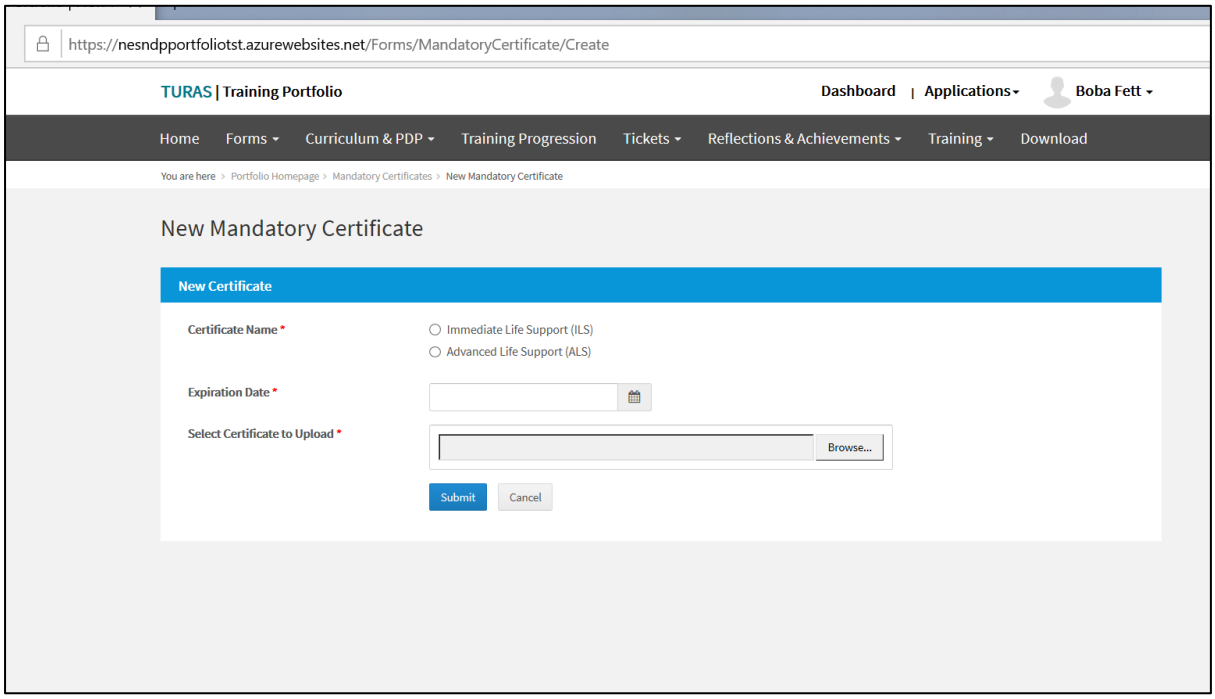
FY1 Trainee

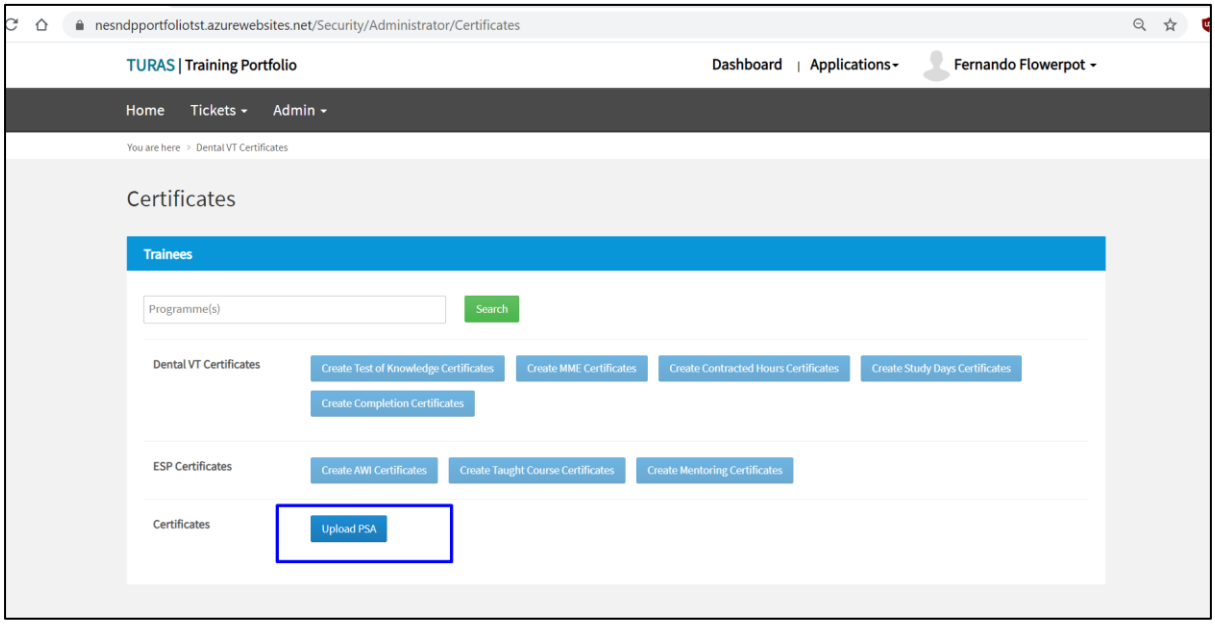


FY2 Trainee

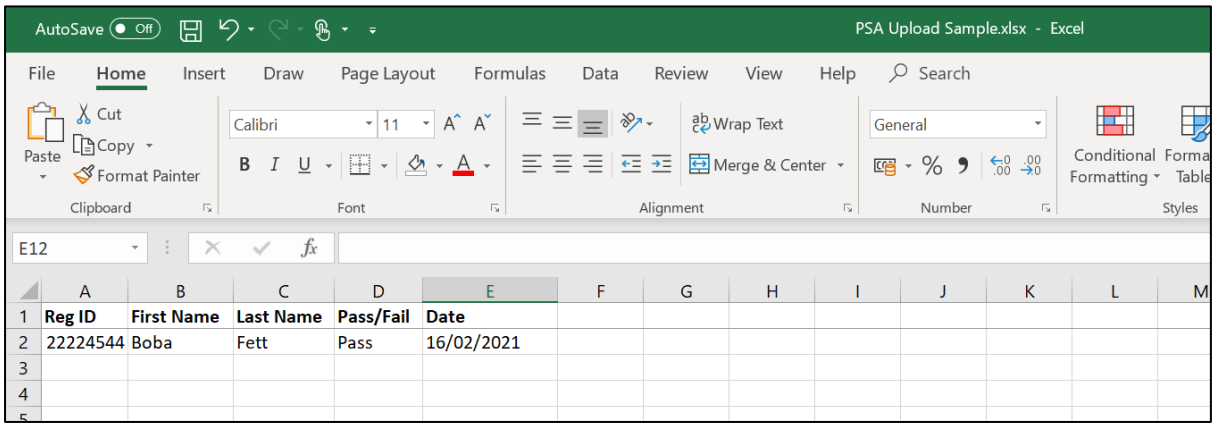


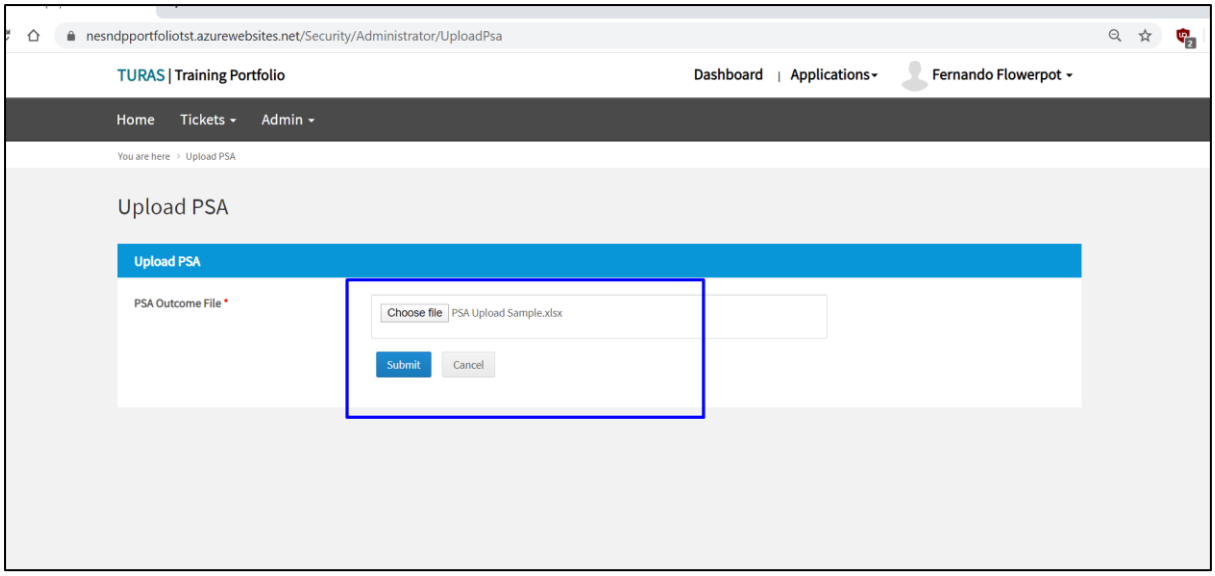
- **Administrators are now able to upload in bulk details of trainees that have passed the Prescribing Safety Assessment (PSA) which automatically confirms the details.**

Log in as an Administrator and navigate to 'Certificates' from the Admin Tab, where there is an option to upload PSA.



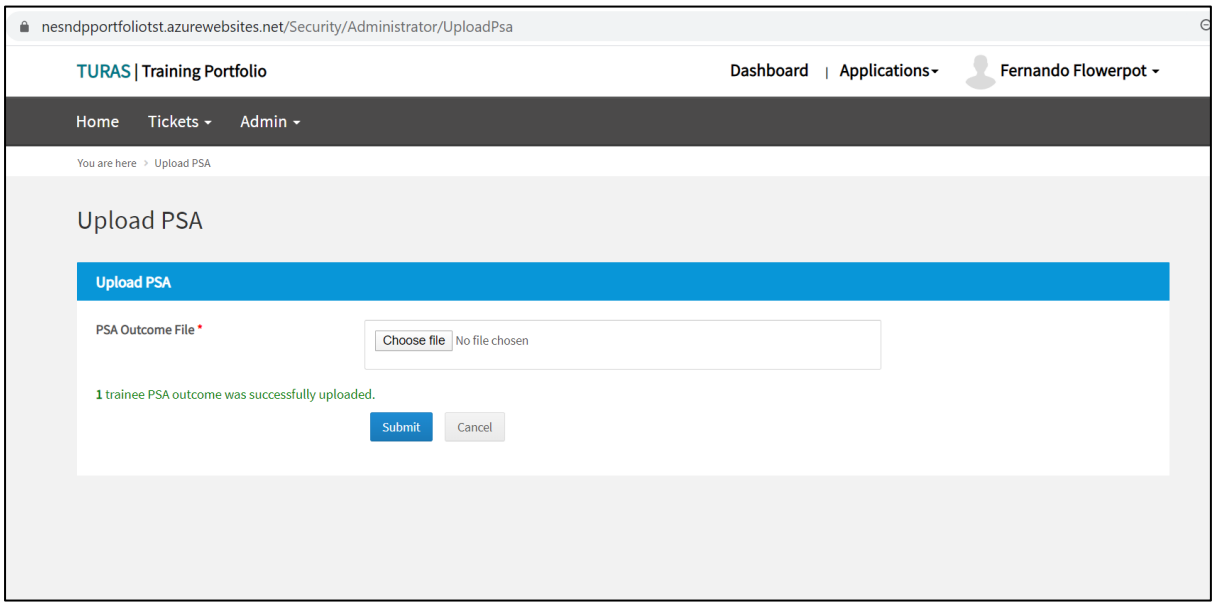
A file should then be selected to upload, it must be in the below format and in an xlsx format.



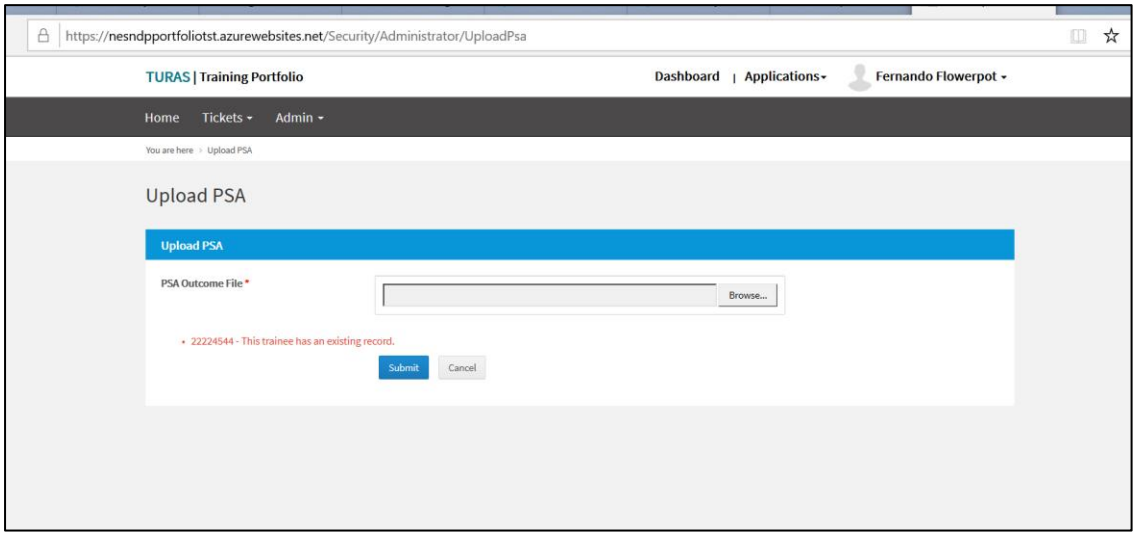


On upload attempt you will receive a note to advise if the upload has been successful or if there were any issues found.

Example of a successful upload message



Example of an unsuccessful upload message



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Examples of why an upload would fail

Please note: Any of these will prevent the entire upload from being completed

1. Errors in the Excel file itself - e.g. registration number or date in an incorrect format.

2. Duplicate registration numbers within the Excel file.

3. Fail to load ANY trainees from TPM. Either no current trainees for FY1/FY2 for whatever reason or a general network failure.
We show a "Could not load any trainees from TPM." error message to the user.

4. Trainee has an existing PSA certificate in Portfolio.

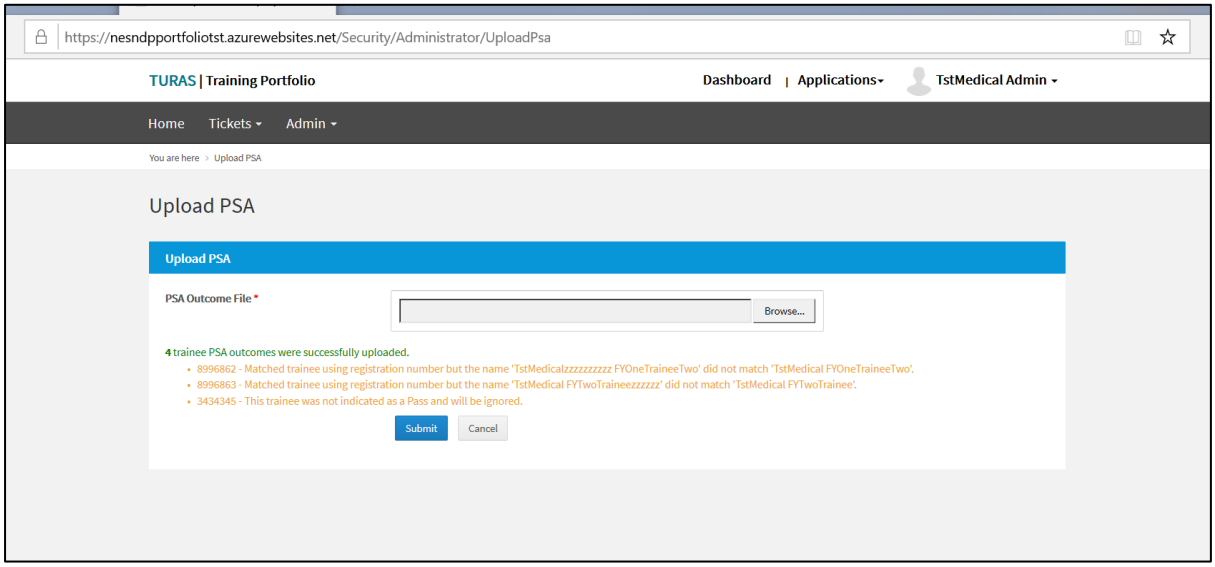
5. Fail to load a specific trainee from TPM.

Warnings for a PSA Upload

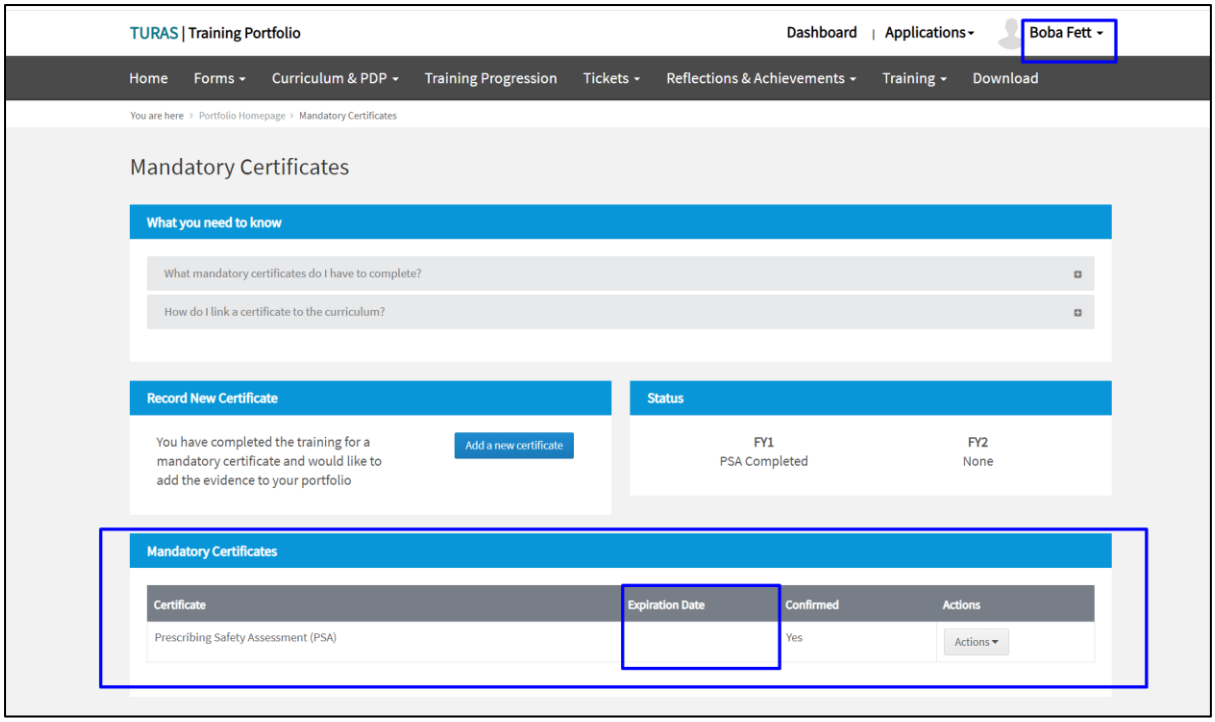
Please note: The below instances would not prevent the entire upload.

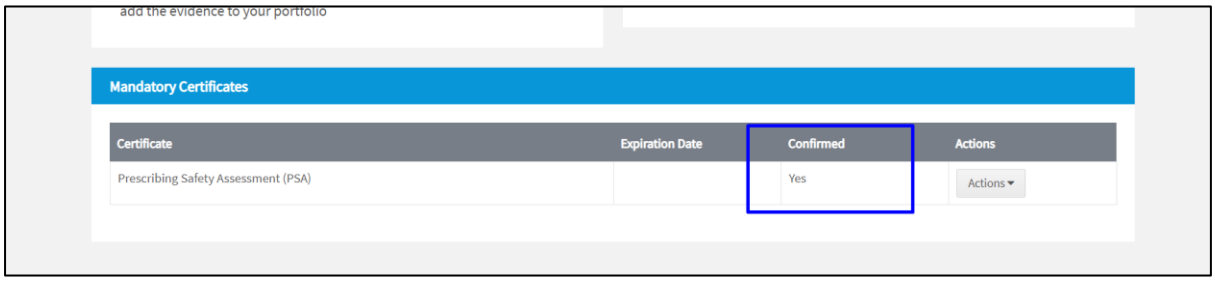
1. If the Pass/Fail column value is not "Pass".
We show a "{RegistrationNumber} - This trainee was not indicated as a Pass and will be ignored." error message to the user for each affected trainee. The trainee DOES NOT get a record created.

2. If the first or last name does not match TPM.
We show a "{RegistrationNumber} - Matched trainee using registration number but the name '{X}' did not match '{Y}'." error message to the user for each affected trainee. The trainee DOES get a record created.

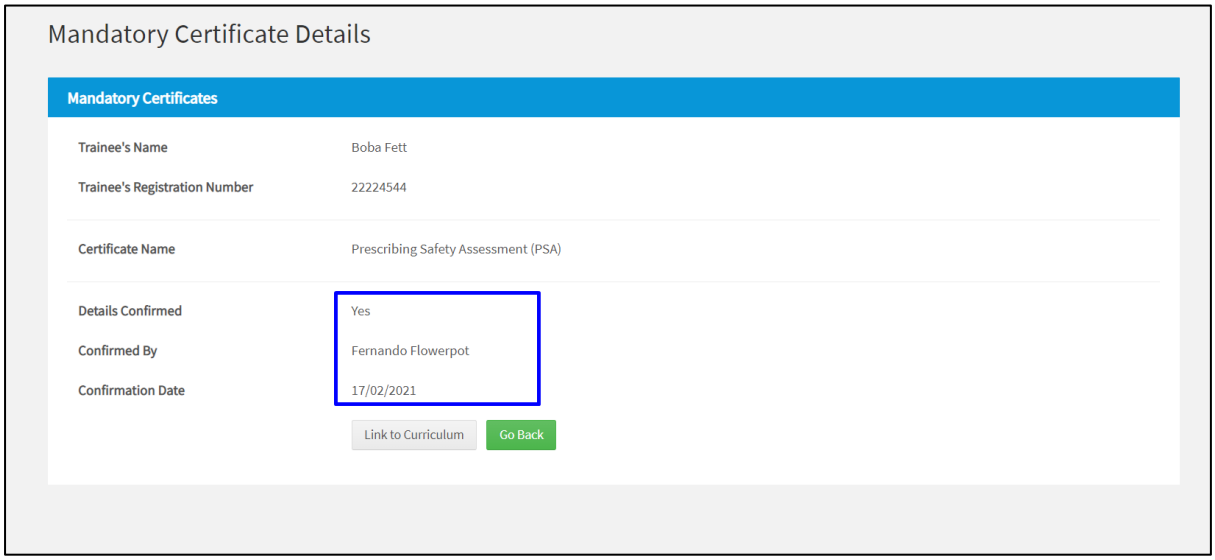


On a successful upload, the detail is shown in the trainees Portfolio in the summary table as below. The expiration date will appear blank and 'Confirmed' will automatically show as 'Yes'.

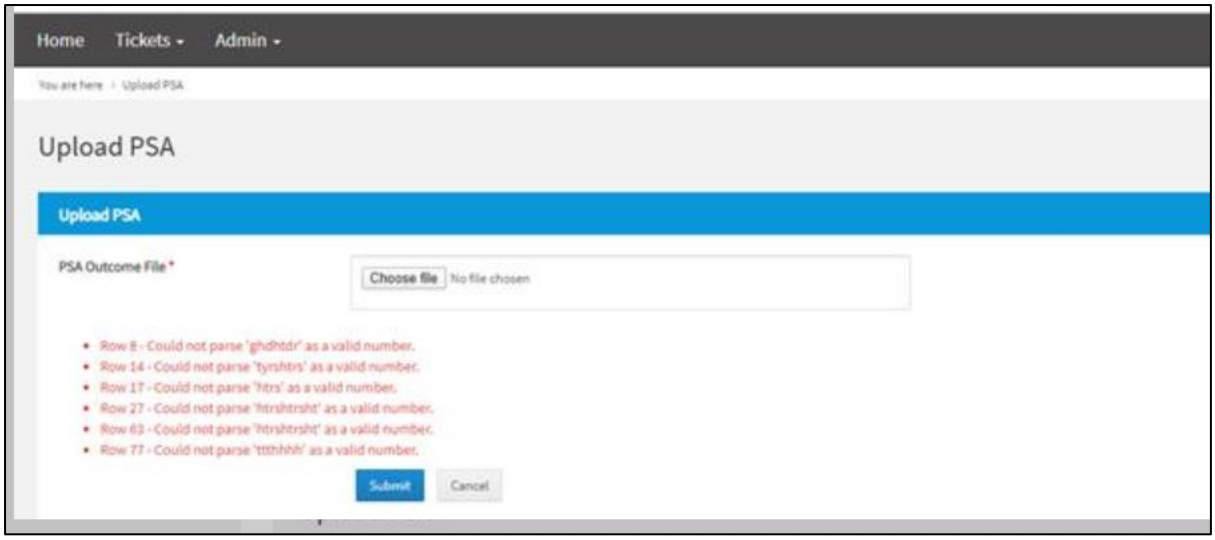




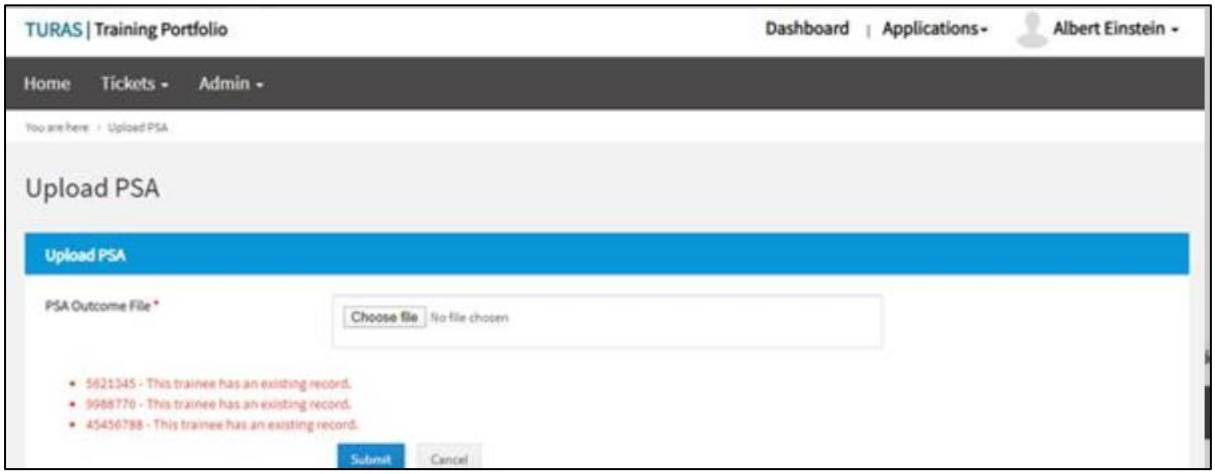
On view, the administrators name is shown, and date uploaded. You can only add one PSA per trainee. The date of upload will determine which grade the certificate will be assigned to i.e the created date.



Please note: On upload the file will report certain errors in one instance of multiple trainees for the same upload i.e at first attempt you would get the below:

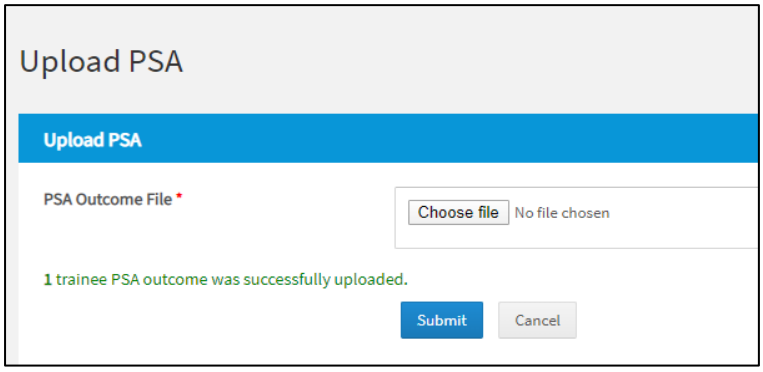


Then once resolved and upload attempted again you will get another error for a second group of trainees with same issue.

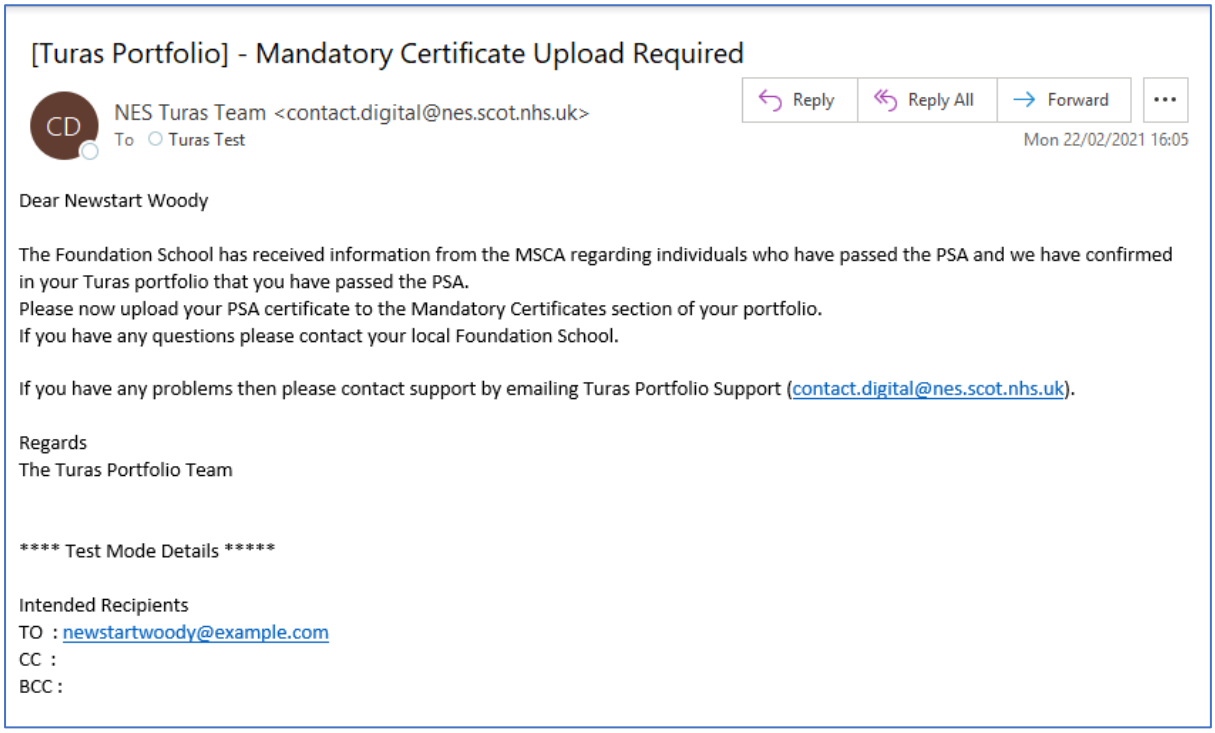


- **Once an Administrator has uploaded the PSA, the trainee will receive an email and notification on Portfolio to upload a copy of their PSA certificate.**

After a successful upload an administrator receives the below message:



An email is automatically sent to each trainee included in the upload



[Turas Portfolio] - Mandatory Certificate Upload Required

CD

NES Turas Team <contact.digital@nes.scot.nhs.uk>

To Turas Test

Reply | Reply All | Forward | ...

Mon 22/02/2021 16:05

Dear Newstart Woody

The Foundation School has received information from the MSCA regarding individuals who have passed the PSA and we have confirmed in your Turas portfolio that you have passed the PSA.
Please now upload your PSA certificate to the Mandatory Certificates section of your portfolio.
If you have any questions please contact your local Foundation School.

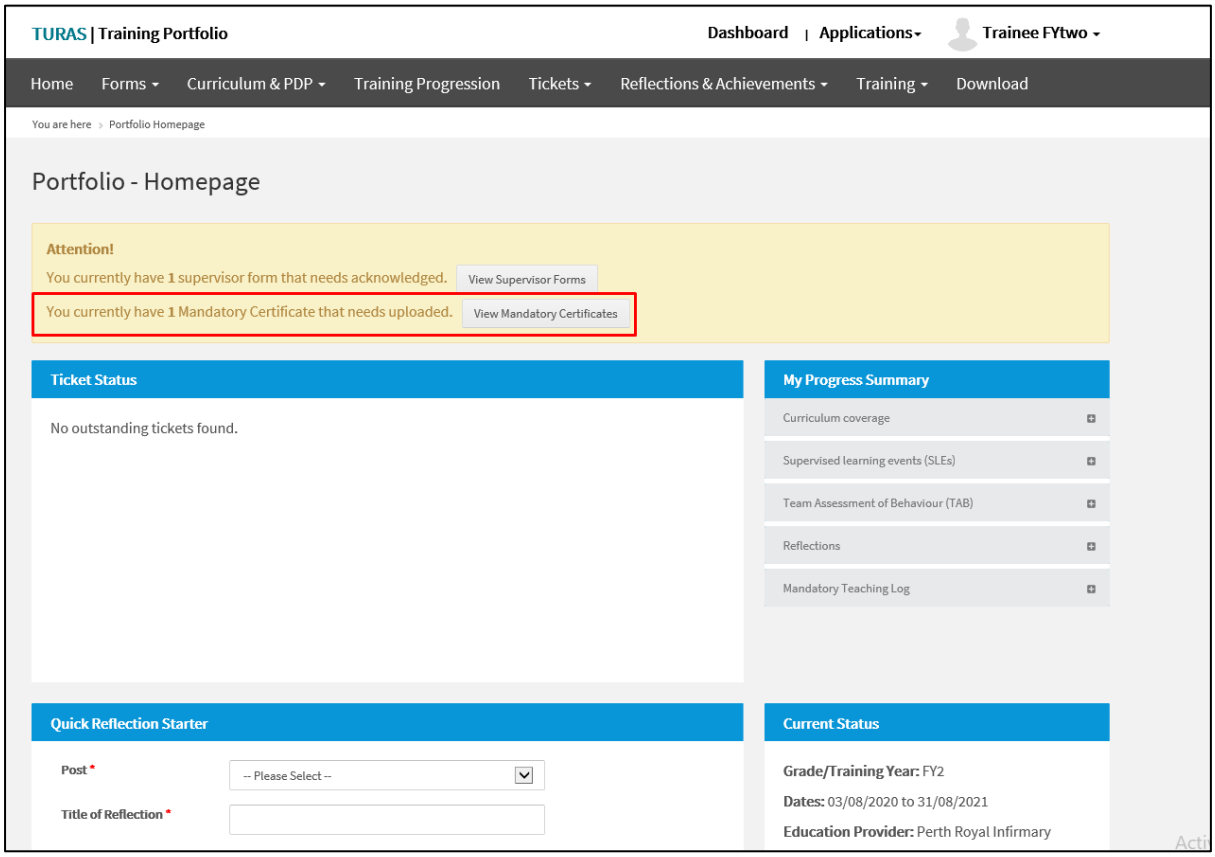
If you have any problems then please contact support by emailing Turas Portfolio Support (contact.digital@nes.scot.nhs.uk).

Regards
The Turas Portfolio Team

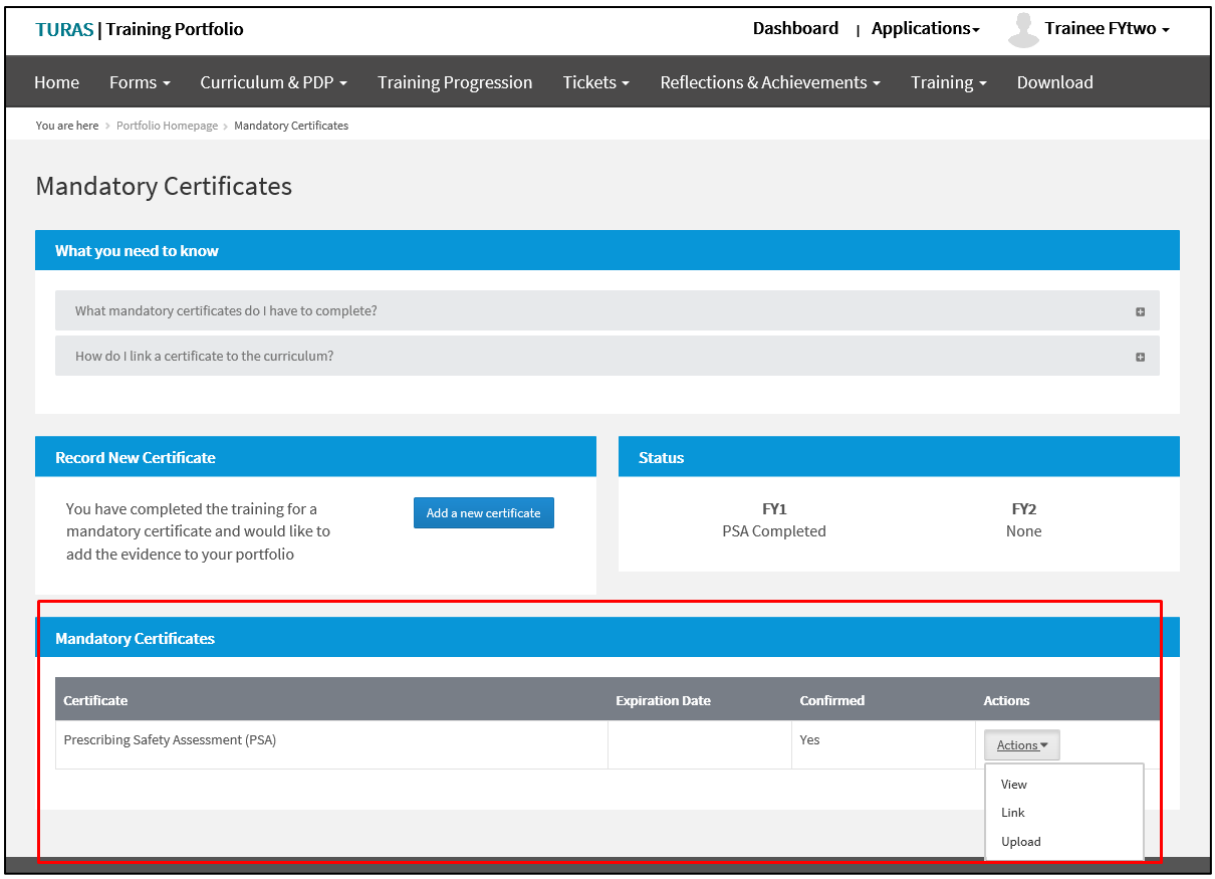
**** Test Mode Details *****

Intended Recipients
TO : newstartwoody@example.com
CC :
BCC :

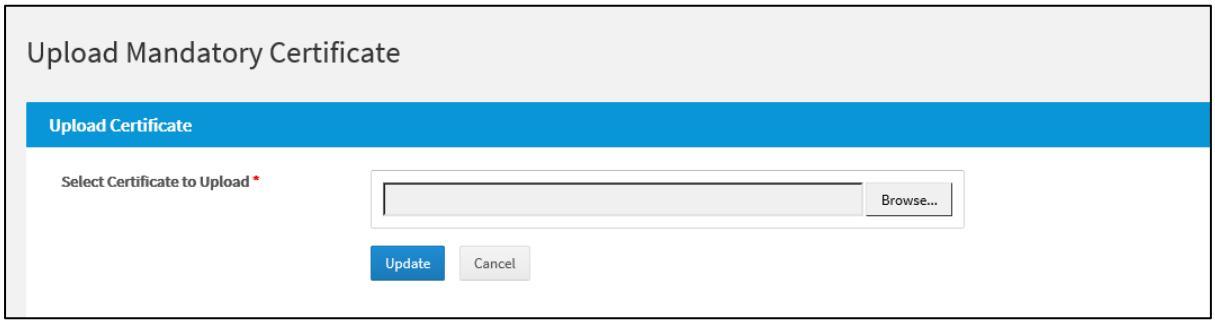
The trainee also received a notification on Portfolio as per below, this will only remove from the homepage once the trainee uploads a copy of their certificate.

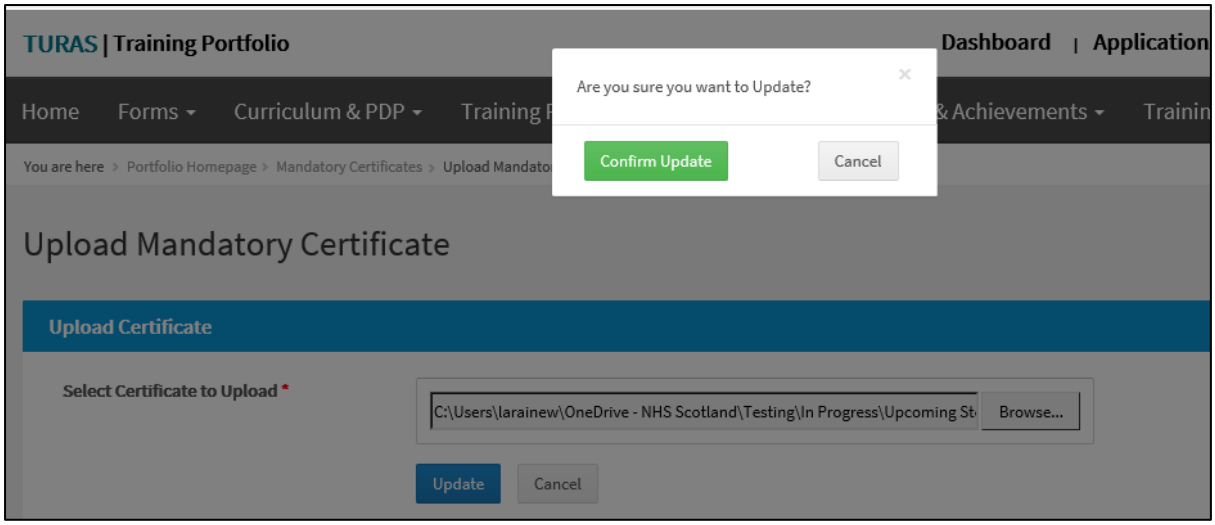


When notification selected, the trainee is taken to the 'Mandatory Certificates' page. They will be able to see the detail and has an option to upload.

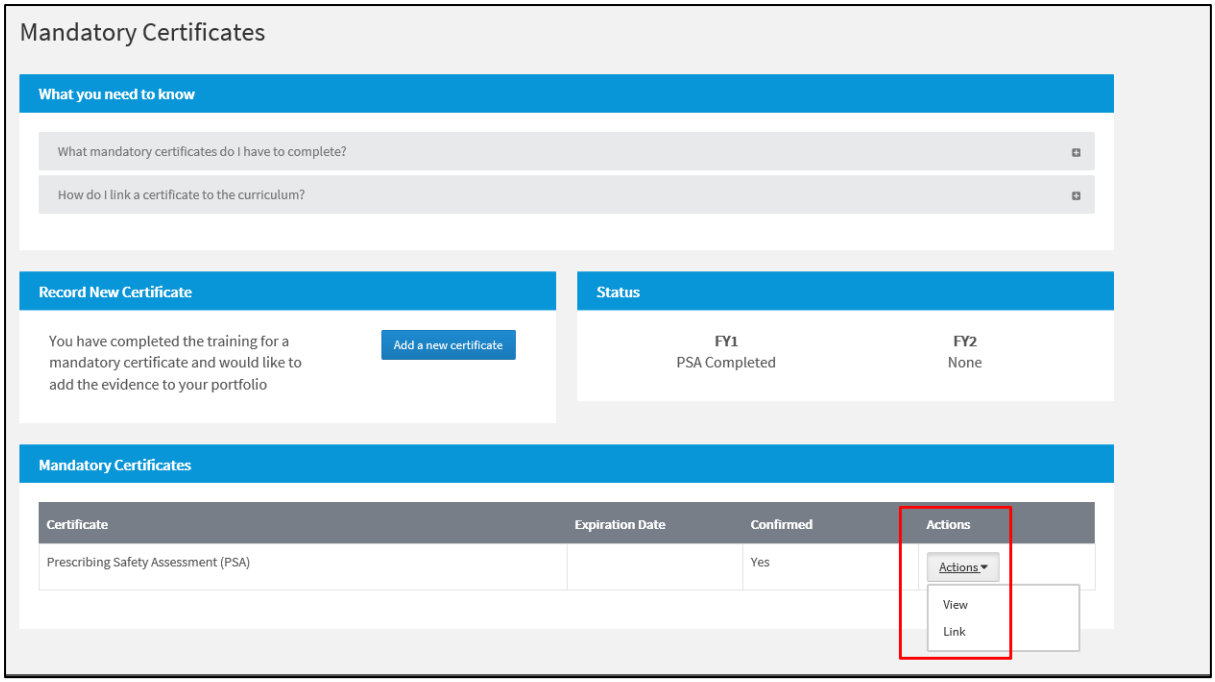


Once upload selected, trainees are presented with the below:

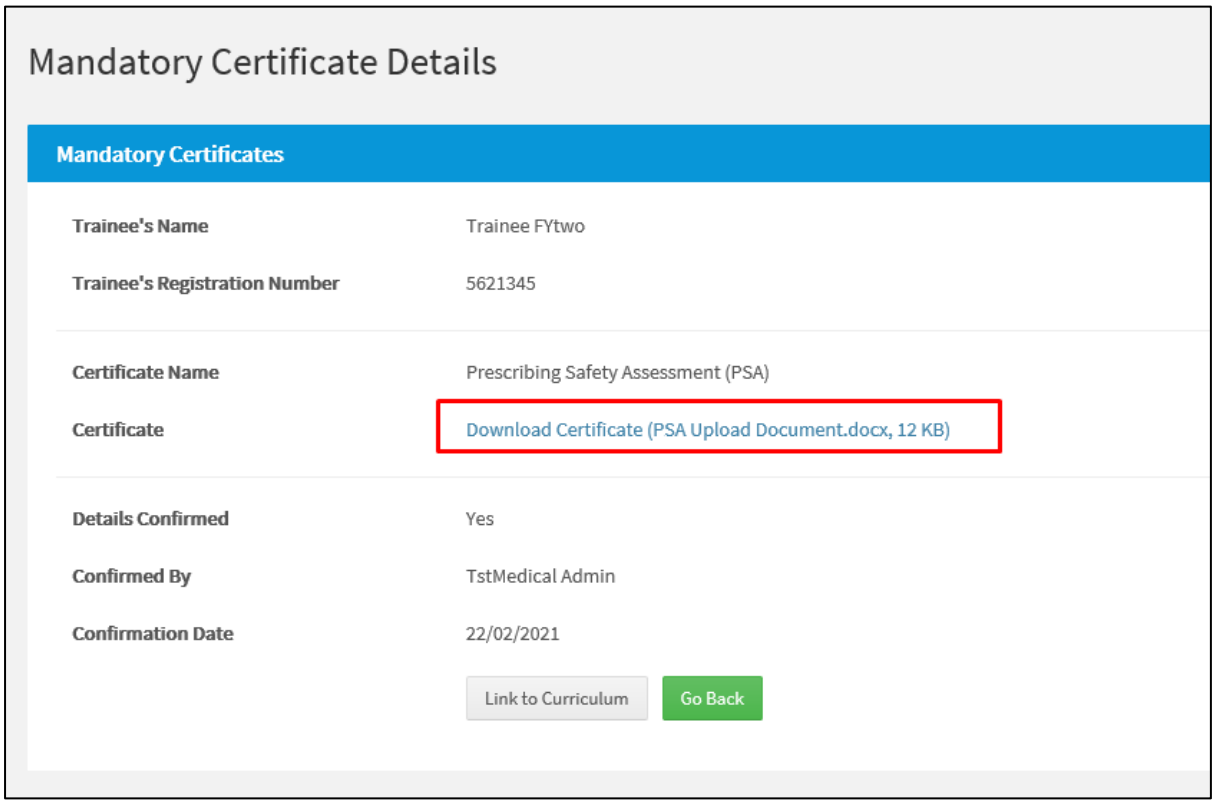




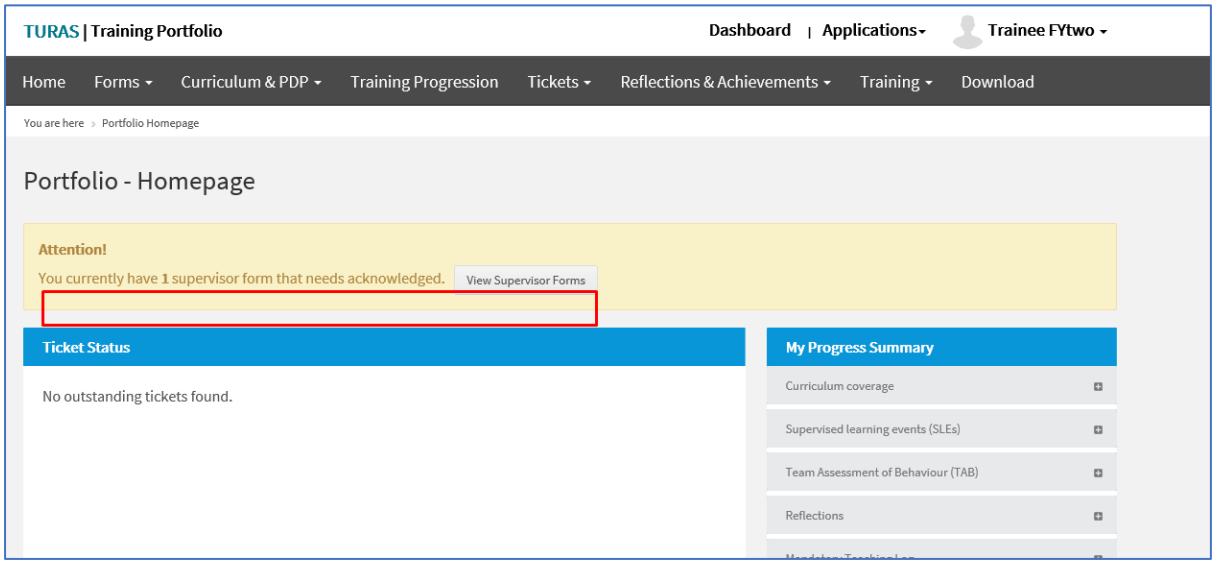
Uploaded successfully, then option to upload is no longer available. The trainee still has the option to link to the curriculum.



View can be selected, and the certificate is available to be downloaded.

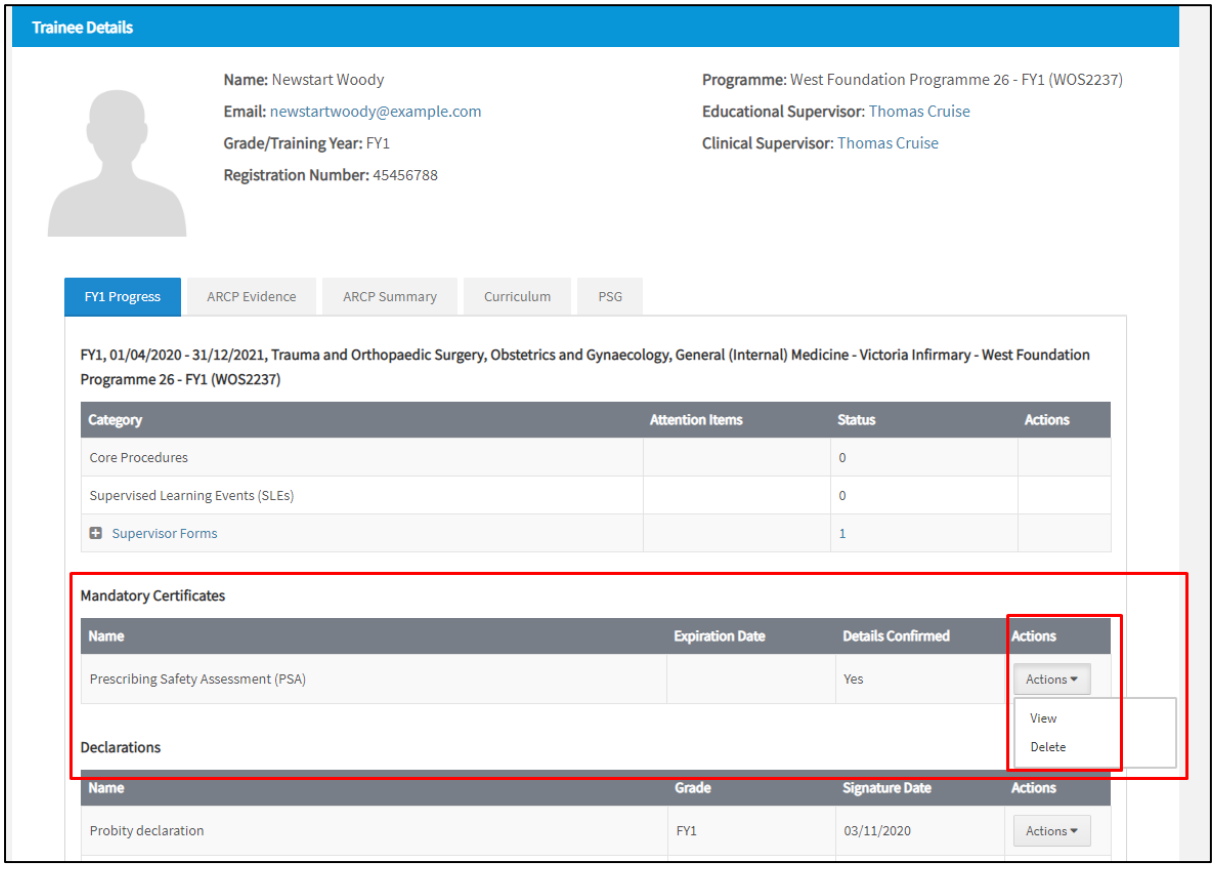


Notification is no longer on the trainee's homepage as the action has been completed.



- **Administrators are now able to delete Mandatory Certificates as required.**

As an administrator, you can delete any Mandatory Certificates as required even if they have been confirmed or a trainee has added a copy of their certificate. If the certificate is linked to the curriculum the delete option will not be shown. The trainee must unlink before an administrator can delete.



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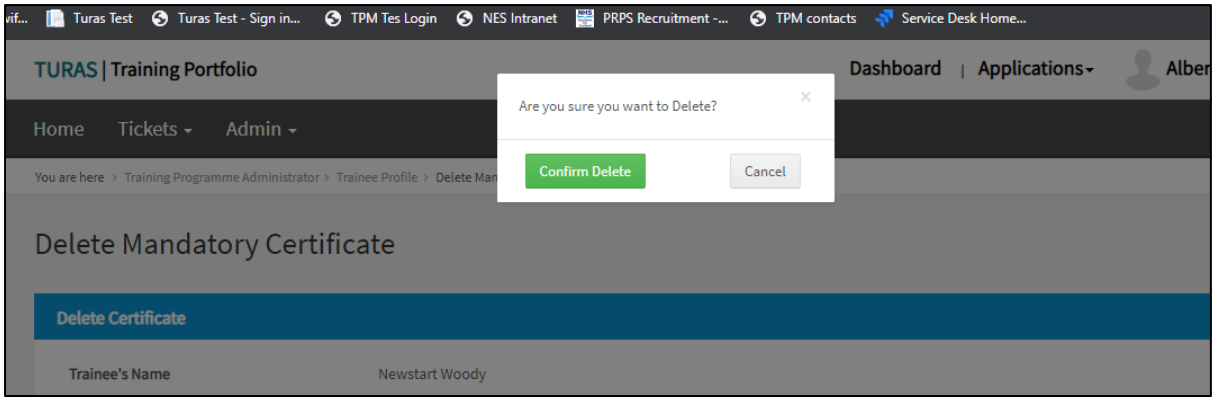
Turas Test
Turas Test - Sign in...
TPM Tes Login
NES Intranet
PRPS Recruitment -...
TPM contacts
Service Desk Home...
TURAS | Training Portfolio
Dashboard
Applications
Home
Tickets
Admin
Are you sure you want to Delete?
Confirm Delete
Cancel
You are here
Training Programme Administrator
Trainee Profile
Delete Mandatory Certificate
Delete Certificate
Trainee's Name
Newstart Woody