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.

napportfoliotst.a	zurewebsites.net/Security/Trainee/DownloadSelectForms?gradeId=2		👻 🔒 🖒 🛛 Search		
For × 📑	· · ·				
elect Forms t	o Download as PDF				
FY2, 01/04/2	2019 - 01/08/2021, Foundation - Ninewells Hospital - E01	- FY2 (EOS2235)			
SLEs					
Select	Туре	Title	Submitter	Date Submitted	
	Case Based Discussion (CBD)	asas	Boba Fett	20/07/2017	
	Case Based Discussion (CBD)	assa	Boba Fett	20/07/2017	
Supervisor f	orms				
Select	Form Type	Submitter	Date Submitted	Status	
Select	Form Type Educational Supervisor End Of Placement Report	Submitter Yoda Jedi	Date Submitted 22/06/2017	Status Complete	
Select	Form Type Educational Supervisor End Of Placement Report Educational Supervisor End Of Placement Report	Submitter Yoda Jedi Eddie Flowers	Date Submitted 22/06/2017 03/06/2020	Status Complete Complete (Signed Acknowledged)	
Select	Form Type Educational Supervisor End Of Placement Report Educational Supervisor End Of Placement Report Clinical Supervisor End Of Placement Report	Submitter Yoda Jedi Eddie Flowers Brad Pitt	Date Submitted 22/06/2017 03/06/2020 22/06/2017	Status Complete Complete (Signed Acknowledged) Signed (Not Acknowledged)	
Select	Form Type Educational Supervisor End Of Placement Report Educational Supervisor End Of Placement Report Clinical Supervisor End Of Placement Report Combined Supervisor End Of Placement Report	Submitter Yoda Jedi Eddie Flowers Brad Pitt Brad Pitt	Date Submitted 22/06/2017 03/06/2020 22/06/2017 22/06/2017 13/12/2019	Status Complete Complete (Signed Acknowledged) Signed (Not Acknowledged) Signed (Not Acknowledged)	
Select	Form Type Educational Supervisor End Of Placement Report Educational Supervisor End Of Placement Report Clinical Supervisor End Of Placement Report Combined Supervisor End Of Placement Report Combined Supervisor End Of Placement Report	Submitter Yoda Jedi Eddie Flowers Brad Pitt Brad Pitt Eddie Flowers	Date Submitted 22/06/2017 03/06/2020 22/06/2017 13/12/2019 04/06/2020	Status Complete Complete (Signed Acknowledged) Signed (Not Acknowledged) Signed (Not Acknowledged) Complete (Signed Acknowledged)	
	Form Type Educational Supervisor End Of Placement Report Educational Supervisor End Of Placement Report Clinical Supervisor End Of Placement Report Combined Supervisor End Of Placement Report Combined Supervisor End Of Placement Report End of Year Report	Submitter Yoda Jedi Eddie Flowers Brad Pitt Brad Pitt Eddie Flowers Brad Pitt	Date Submitted 22/06/2017 03/06/2020 22/06/2017 13/12/2019 04/06/2020 05/08/2020	Status Complete Complete (Signed Acknowledged) Signed (Not Acknowledged) Signed (Not Acknowledged) Complete (Signed Acknowledged) Complete (Signed Acknowledged)	

• 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.

<u>FY1 Trainee</u>

https://nesno	dpportfoliotst.azurewebsites.net/Forms	/MandatoryCertificate/Create				□ ☆
	TURAS Training Portfolio			Dashboard Applications -	Chewbacca Wookee -	
	Home Forms - Curriculum & PD	P - Training Progression	Tickets - Re	eflections & Achievements + Tra	ining - Download	
	You are here > Portfolio Homepage > Mandatory Certific	ates > New Mandatory Certificate				
	New Mandatory Certificat	e				
	New Certificate					
	Certificate Name *	Immediate Life Support (ILS) Advanced Life Support (ALS) Resuscitation Refresher - South-E	East only (RES)			
	Expiration Date *		m			
	Select Certificate to Upload *	Submit Cancel		Browse		

FY2 Trainee

A https://nesno	dpportfoliotst.azurew	ebsites.net/Forms/Ma	andatoryCertificate/Create				
	TURAS Training P	ortfolio			Dashboard Applications - 💄 Boba Fett -		
	Home Forms •	Curriculum & PDP 🗸	Training Progression	Tickets 🗸	Reflections & Achievements	• Training • (Download
	You are here > Portfolio Hom	epage > Mandatory Certificates	> New Mandatory Certificate				
	New Mandato	ory Certificate					
	New Certificate						
	Certificate Name *	() Immediate Life Support (ILS)) Advanced Life Support (ALS)				
	Expiration Date *			**			
	Select Certificate to	Upload *			Browse		
			Submit Cancel				

• 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.

C ☆ 🏦 nesndpportfoli	otst.azurewebsites.net/Security/Administrator/Certificates	☆ (
TURAS	Training Portfolio Dashboard Applications - 🙎 Fernando Flowerpot -	
Home	Tickets + Admin +	
You are here	> Dental VT Certificates	
Certifi	icates	
Trainee	5	
Program	mme(s) Search	
Denta	UT Certificates Create Test of Knowledge Certificates Create MME Certificates Create Contracted Hours Certificates Create Study Days Certificates	
ESP Co	ertificates Create AWI Certificates Create Taught Course Certificates Create Mentoring Certificates	
Certifi	cates Upload PSA	

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

,	AutoSave 🧿		2 • ୯ - ୫								F	PSA Upload Samp	ole.xlsx - Ex	cel	
Fi	le Hor	ne Insert	Draw	Page Layo	out Form	ulas	Data	Rev	view	View	Help	✓ Search			
Ĺ		v -	Calibri	× 11	• A^ A	Ξ Ξ	= =	≫~-	ab c₽W	/rap Text		General	•		
Pa	ste 🗳 Forr	mat Painter	В I <u>U</u> -		<u>A</u> -	= =		<u>←</u> ≡ →=	M	lerge & Cent	er 👻	r % 🤊	00. 0; 0, 00.	Conditional Formatting	Forma ▼ Table
	Clipboard	d rs		Font	Es.			Alignn	nent		Es.	Number	Es.		Styles
E1	2	• : ×	√ fx												
	А	В	С	D	E		F		G	н	1	J	К	L	м
1	Reg ID	First Name	Last Name	Pass/Fail	Date										
2	22224544	Boba	Fett	Pass	16/02/202	1									
3															
4															
E															

🕈 🏠 🔒 nesr	ndpportfoliotst.azurewebsites.net/Securit	y/Administrator/UploadPsa	0, ☆	\$ 2
	TURAS Training Portfolio	Dashboard 📊 Applications- 🔹 🛃 Fernando Flowerpot -		
	Home Tickets - Admin -			
	You are here > Upload PSA			
	Upload PSA			
	Upload PSA			
	PSA Outcome File *	Choose file PSA Upload Sample.xlsx Submit Cancel		

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

nesndpportfoliotst.azurewebsites.net/Security/Adv	dministrator/UploadPsa		e
TURAS Training Portfolio		Dashboard Applications -	Fernando Flowerpot -
Home Tickets - Admin -			
You are here > Upload PSA			
Upload PSA			
Upload PSA			
PSA Outcome File *	Choose file No file chosen		
1 trainee PSA outcome was successfully uploade	ed.		
	Submit Cancel		

Example of an unsuccessful upload message

A https://nesndpportfoliotst.azurewebsites.net/Securit	ty/Administrator/UploadPsa	□ ☆
TURAS Training Portfolio	Dashboard 👔 Applications+ 🛛 💄 Fernando Flowerpot +	
Home Tickets - Admin -		
You are here > Upload PSA		
Upload PSA		
Upload PSA		
PSA Outcome File *	Browse	
22224544 - This trainee has an existing r	submit Cancel	

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 <u>DOES</u> get a record created.

A https://nesndpportfoliotst.azurewebsites.net/Security	y/Administrator/UploadPsa	□ ☆
TURAS Training Portfolio	Dashboard 📊 Applications+ 🛛 💄 TstMedical Admin +	
Home Tickets - Admin -		
You are here > Upload PSA		
Upload PSA		
Upload PSA		
PSA Outcome File *	Browse	
4 trainee PSA outcomes were successfully uploa 9906862 - Matched trainee using registral 9906863 - Matched trainee using registral 3434345 - This trainee was not indicated	ided. tion number but the name "TstMedicalZZZZZZZZ FYOneTraineeTwo' did not match "TstMedical FYOneTraineeTwo': tion number but the name "TstMedical FYTwoTraineeZZZZZ" did not match "TstMedical FYTwoTrainee": as a Pass and will be ignored. Submit Cancel	

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'.

TURAS Training Portfolio			Dashboard	Application	s• 3 B	oba Fett
Home Forms - Curriculum & PDP - Train	ning Progression Tickets	s → Reflections & Ao	:hievements 🗸	Training -	Download	
You are here > Portfolio Homepage > Mandatory Certificates						
Mandatory Certificates						
What you need to know						
What mandatory certificates do I have to complete?						۵
How do I link a certificate to the curriculum?						۵
Record New Certificate		Status				
You have completed the training for a mandatory certificate and would like to add the evidence to your portfolio	Add a new certificate	FY PSA Con	1 npleted		FY2 None	
You have completed the training for a mandatory certificate and would like to add the evidence to your portfolio Mandatory Certificates	Add a new certificate	FY PSA Con	1 ppleted		FY2 None	
You have completed the training for a mandatory certificate and would like to add the evidence to your portfolio Mandatory Certificates Certificate Prescribing Safety Assessment (PSA)	Add a new certificate	FY PSA Con Expiration Date	1 ppleted Confirmed Yes	Acti	FY2 None	
You have completed the training for a mandatory certificate and would like to add the evidence to your portfolio Mandatory Certificates Certificate Prescribing Safety Assessment (PSA)	Add a new certificate	FY PSA Con Expiration Date	Confirmed Yes	Acti	FY2 None Ions ctions -	
You have completed the training for a mandatory certificate and would like to add the evidence to your portfolio Mandatory Certificates Certificate Prescribing Safety Assessment (PSA)	Add a new certificate	FY PSA Con	1 ppleted Confirmed Yes	Acti	FY2 None Ions cctions •	
You have completed the training for a mandatory certificate and would like to add the evidence to your portfolio Mandatory Certificates Certificate Prescribing Safety Assessment (PSA) add the evidence to your portfolio	Add a new certificate	FY PSA Con	1 npleted Confirmed Yes	Acti	FY2 None	
You have completed the training for a mandatory certificate and would like to add the evidence to your portfolio Mandatory Certificates Certificate Prescribing Safety Assessment (PSA) add the evidence to your portfolio	Add a new certificate	Expiration Date	1 ppleted Confirmed Yes	Acti	FY2 None	
You have completed the training for a mandatory certificate and would like to add the evidence to your portfolio Mandatory Certificates Certificate Prescribing Safety Assessment (PSA) add the evidence to your portfolio andatory Certificates	Add a new certificate	Expiration Date	1 ppleted Yes	Act	FY2 None	
You have completed the training for a mandatory certificate and would like to add the evidence to your portfolio Mandatory Certificates Certificate Prescribing Safety Assessment (PSA) add the evidence to your portfolio andatory Certificates certificate certificate certificate certificate certificate certificate certificate certificate certificate certificate	Add a new certificate	Expiration Date	Confirmed Confirmed	Acti	Ions Ictions Ictions	

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.

andatory Certificate [Details
Mandatory Certificates	
Trainee's Name	Boba Fett
Trainee's Registration Number	22224544
Certificate Name	Prescribing Safety Assessment (PSA)
Details Confirmed	Yes
Confirmed By	Fernando Flowerpot
Confirmation Date	17/02/2021
	Link to Curriculum Go Back

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:

lome Tickets - Admin		
tou are here > Upload PSA		
Jpload PSA		
Upload PSA		
PSA Outcome File*	Choose file No file chosen	
Row 8 - Could not parse 'ght Row 14 - Could not parse 'ty Row 17 - Could not parse 'th Row 27 - Could not parse 'th Row 27 - Could not parse 'th Row 77 - Could not parse 'th	htdr' as a valid number. shtn' as a valid number. shtraht' as a valid number. shtraht' as a valid number. shtraht' as a valid number.	
	Submit Cancel	

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

TURAS Training Portfolio	Dashboard Applications-	Albert Einstein +	
Home Tickets - Admi	n •		
You are here > Upload PSA			
Upload PSA			
Upload PSA			
PSA Outcome File*	Choose file So file choorn		
 5621345 - This trainee has 9688770 - This trainee has 45456788 - This trainee ha 	an existing record. an existing record. s an existing record. Submit		

• 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:

Upload PSA	
Upload PSA	
PSA Outcome File *	Choose file No file chosen
1 trainee PSA outcome was successfully uploade	ed. Submit Cancel

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

[Turas Portfolio] - Mandatory Certificate Upload Require	d
NES Turas Team <contact.digital@nes.scot.nhs.uk> To O Turas Test</contact.digital@nes.scot.nhs.uk>	← Reply ≪ Reply All → Forward ··· Mon 22/02/2021 16:05
Dear Newstart Woody	
The Foundation School has received information from the MSCA regarding individua in your Turas portfolio that you have passed the PSA. Please now upload your PSA certificate to the Mandatory Certificates section of you If you have any questions please contact your local Foundation School.	als who have passed the PSA and we have confirmed Ir portfolio.
If you have any problems then please contact support by emailing Turas Portfolio Su	upport (<u>contact.digital@nes.scot.nhs.uk</u>).
Regards The Turas Portfolio Team	
**** Test Mode Details *****	
Intended Recipients TO : <u>newstartwoody@example.com</u> 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.

URAS Training Portfolio	Dashboard Applications+ 🛛 💄 Trainee FYtwo +				
ome Forms • Curriculum & PDP • Training Progression Tickets • Reflections	& Achievements → Training → Download				
u are here > Portfolio Homepage					
ortfolio - Homepage					
Attention!					
You currently have 1 supervisor form that needs acknowledged. View Supervisor Forms					
You currently have 1 Mandatory Certificate that needs uploaded. View Mandatory Certificates					
Ticket Status	My Progress Summary				
No outstanding tickets found.	Curriculum coverage				
	Supervised learning events (SLEs)				
	Team Assessment of Behaviour (TAB)				
	Reflections 🗳				
	Mandatory Teaching Log				
Quick Reflection Starter	Current Status				
Post* Please Select V	Grade/Training Year: FY2				
Title of Reflection *	Dates: 03/08/2020 to 31/08/2021				
	Education Provider: Perth Royal Infirmary				

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.

т	JRAS	Training P	ortfolio			Dashboard	Trainee FYtwo 🗸				
Hc	ome	Forms -	Curriculum & PDP 🗸	Training Progression	Tickets	- Reflectio	ns & Achieveme	nts 🚽	Training -	Download	
You	ı are her	e > Portfolio Hom	epage > Mandatory Certificates								
М	and	latory Ce	ertificates								
	What	you need to k	now								
	Wh	at mandatory co	ertificates do I have to complet	e?							٥
	Но	w do I link a cert	ificate to the curriculum?								۵
	Recor	rd New Certifi	cate			Status					
	You man add	have complet adatory certific the evidence	ed the training for a cate and would like to to your portfolio	Add a new certificate		F	FY1 PSA Completed			FY2 None	
F	Mand	atory Certific	ates								
	Certi	ficate				Expiration Date	Confirm	ned	Ac	tions	
	Presc	ribing Safety As	sessment (PSA)				Yes		1	Actions -	_
										View	
										Upload	

Once upload selected, trainees are presented with the below:

Upload Mandatory Certi	ficate		
Upload Certificate			
Select Certificate to Upload *		Browse	
	Update Cancel		



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

Mandatory Certificates				
What you need to know				
What mandatory certificates do I have to complete?				۵
How do I link a certificate to the curriculum?				۵
Record New Certificate	Status			
You have completed the training for a Add a new certificate and would like to add the evidence to your portfolio	FY1 PSA Comp	FY2 None		
Mandatory Certificates				
Certificate	Expiration Date	Confirmed	Actions	
Prescribing Safety Assessment (PSA)		Yes	Actions 🕶 View Link	

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

Iandatory Certificate Details							
Mandatory Certificates							
Trainee's Name Trainee's Registration Number	Trainee FYtwo 5621345						
Certificate Name Certificate	Prescribing Safety Assessment (PSA) Download Certificate (PSA Upload Document.docx, 12 KB)						
Details Confirmed Confirmed By Confirmation Date	Yes TstMedical Admin 22/02/2021 Link to Curriculum Go Back						

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

TURAS Training I	Portfolio		Dashboard Applications+ 🐰 Trainee FYtwo +						
Home Forms -	Curriculum & PDP 🗸	Training Progression	Tickets -	Reflections & Achiev	vements -	Training -	Download		
You are here > Portfolio Ho	nepage								
Portfolio - Homepage									
Attention! You currently have 1 supervisor form that needs acknowledged. View Supervisor Forms									
Ticket Status					My Progr	ess Summary			
No outstanding tic	kets found.				Curriculum	coverage		۵	
					Supervised	learning events (SL	Es)		
					Team Asses	sment of Behaviour	(TAB)	۵	
					Reflections			۵	
					Mandaham	Teeshinelee			

• 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.

Name: Newstart Woody Email: newstartwoody@example.com Grade/Training Year: FY1 Registration Number: 45456788					Programme: West Foundation Programme 26 - FY1 (WOS2237) Educational Supervisor: Thomas Cruise Clinical Supervisor: Thomas Cruise				
FY1 Progress	ARCP Evidence	ARCP Summary	Curriculum	PSG					
FY1, 01/04/2020 Programme 26 - Category	- 31/12/2021, Trauma FY1 (WOS2237)	and Orthopaedic Sur	gery, Obstetrics ar	nd Gynaecol	ogy, General (Internal) M Attention Items	ledicine - Victoria Infirmary - Status	West Foundation Actions		
Core Procedure	s					0			
Supervised Learning Events (SLEs)									
Supervised Lear	rning Events (SLEs)					0			
Supervised Lear	rning Events (SLEs) Forms					0			
Supervised Lean Supervisor f Mandatory Certi	rning Events (SLEs) Forms ficates					0			
Supervised Lear Supervisor f Mandatory Certi Name	rning Events (SLEs) Forms ficates				Expiration Date	0 1 Details Confirmed	Actions		
Supervised Lean Supervisor F Mandatory Certi Name Prescribing Safe	rning Events (SLEs) Forms ficates ity Assessment (PSA)				Expiration Date	0 1 Details Confirmed Yes	Actions Actions •		
Supervised Lean Supervisor f Mandatory Certi Name Prescribing Safe Declarations	rning Events (SLES) Forms ficates ity Assessment (PSA)				Expiration Date	0 1 Details Confirmed Yes	Actions Actions ▼ View Delete		
Supervised Lean Supervisor f Mandatory Certi Name Prescribing Safe Declarations Name	rning Events (SLES) Forms ficates ty Assessment (PSA)				Expiration Date Grade	0 1 Details Confirmed Yes Signature Date	Actions Actions View Delete Actions		

vif	📗 Turas Test 🛭 S Turas Tes	st - Sign in	🕤 TPM Tes Login	🕤 NE	S Intranet	PRPS Recruitme	nt	S TPM cont	acts 🖪 Service I	Desk Home	
	TURAS Training Portfo	olio						×	Dashboard	Applications -	Alber
	Home Tickets -	Admin -			Are you s	ure you want to Dele	ete?				
	You are here > Training Programm	ne Administrator	→ Trainee Profile → De	lete Man	Confir	m Delete		Cancel			
	Delete Mandato	ory Cert	ificate								
	Delete Certificate										
	Trainee's Name		Newstart V	/oody							