

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.

The screenshot shows a web browser window with the URL <https://nesndpportfoliotst.azurewebsites.net/Security/Trainee/DownloadSelectForms?gradeld=2>. The page title is "Select Forms to Download as PDF". Below the title, there is a breadcrumb: "FY2, 01/04/2019 - 01/08/2021, Foundation - Ninewells Hospital - E01 - FY2 (EOS2235)".

The page is divided into two sections: "SLEs" and "Supervisor forms".

SLEs Table:

Select	Type	Title	Submitter	Date Submitted
<input type="checkbox"/>	Case Based Discussion (CBD)	asas	Boba Fett	20/07/2017
<input type="checkbox"/>	Case Based Discussion (CBD)	assa	Boba Fett	20/07/2017

Supervisor forms Table:

Select	Form Type	Submitter	Date Submitted	Status
<input type="checkbox"/>	Educational Supervisor End Of Placement Report	Yoda Jedi	22/06/2017	Complete
<input type="checkbox"/>	Educational Supervisor End Of Placement Report	Eddie Flowers	03/06/2020	Complete (Signed & Acknowledged)
<input type="checkbox"/>	Clinical Supervisor End Of Placement Report	Brad Pitt	22/06/2017	Signed (Not Acknowledged)
<input type="checkbox"/>	Combined Supervisor End Of Placement Report	Brad Pitt	13/12/2019	Signed (Not Acknowledged)
<input type="checkbox"/>	Combined Supervisor End Of Placement Report	Eddie Flowers	04/06/2020	Complete (Signed & Acknowledged)
<input type="checkbox"/>	End of Year Report	Brad Pitt	05/08/2020	Complete
<input type="checkbox"/>	End of Year Report	Brad Pitt	16/02/2021	Complete

The last row of the "Supervisor forms" table is highlighted with a red border. In the bottom right corner of the screenshot, there is a link that says "Activate V Go to Setting".

- 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.

FY1 Trainee

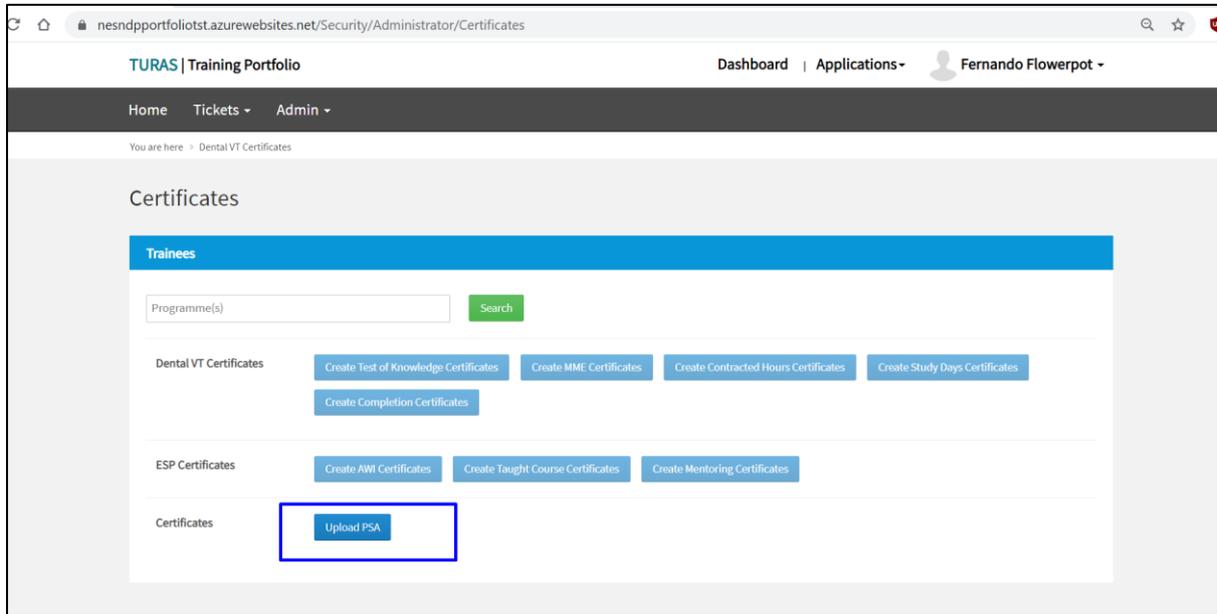
The screenshot shows a web browser window with the URL <https://nesndpportfoliotst.azurewebsites.net/Forms/MandatoryCertificate/Create>. The page header includes 'TURAS | Training Portfolio' and a user profile for 'Chewbacca Wookee'. The navigation menu contains 'Home', 'Forms', 'Curriculum & PDP', 'Training Progression', 'Tickets', 'Reflections & Achievements', 'Training', and 'Download'. The breadcrumb trail is 'You are here > Portfolio Homepage > Mandatory Certificates > New Mandatory Certificate'. The main heading is 'New Mandatory Certificate'. The form area is titled 'New Certificate' and contains the following fields: 'Certificate Name' (with a red asterisk), 'Expiration Date' (with a red asterisk and a calendar icon), and 'Select Certificate to Upload' (with a red asterisk and a 'Browse...' button). The 'Certificate Name' field is highlighted with a blue border. The radio button options are: 'Immediate Life Support (ILS)', 'Advanced Life Support (ALS)', and 'Resuscitation Refresher - South-East only (RES)'. At the bottom of the form are 'Submit' and 'Cancel' buttons.

FY2 Trainee

The screenshot shows a web browser window with the URL <https://nesndpportfoliotst.azurewebsites.net/Forms/MandatoryCertificate/Create>. The page header includes 'TURAS | Training Portfolio' and a user profile for 'Boba Fett'. The navigation menu contains 'Home', 'Forms', 'Curriculum & PDP', 'Training Progression', 'Tickets', 'Reflections & Achievements', 'Training', and 'Download'. The breadcrumb trail is 'You are here > Portfolio Homepage > Mandatory Certificates > New Mandatory Certificate'. The main heading is 'New Mandatory Certificate'. The form area is titled 'New Certificate' and contains the following fields: 'Certificate Name' (with a red asterisk), 'Expiration Date' (with a red asterisk and a calendar icon), and 'Select Certificate to Upload' (with a red asterisk and a 'Browse...' button). The radio button options are: 'Immediate Life Support (ILS)' and 'Advanced Life Support (ALS)'. At the bottom of the form are 'Submit' and 'Cancel' buttons.

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

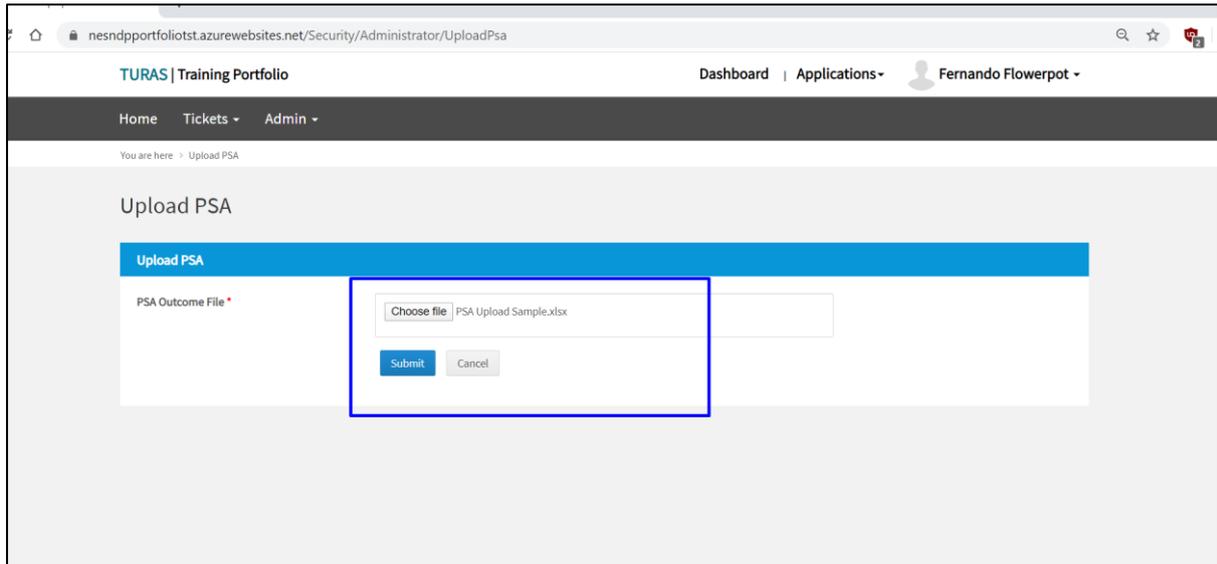
Log in as an Administrator and navigate to 'Certificates' from the Admin Tab, where there is an option to upload PSA.



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

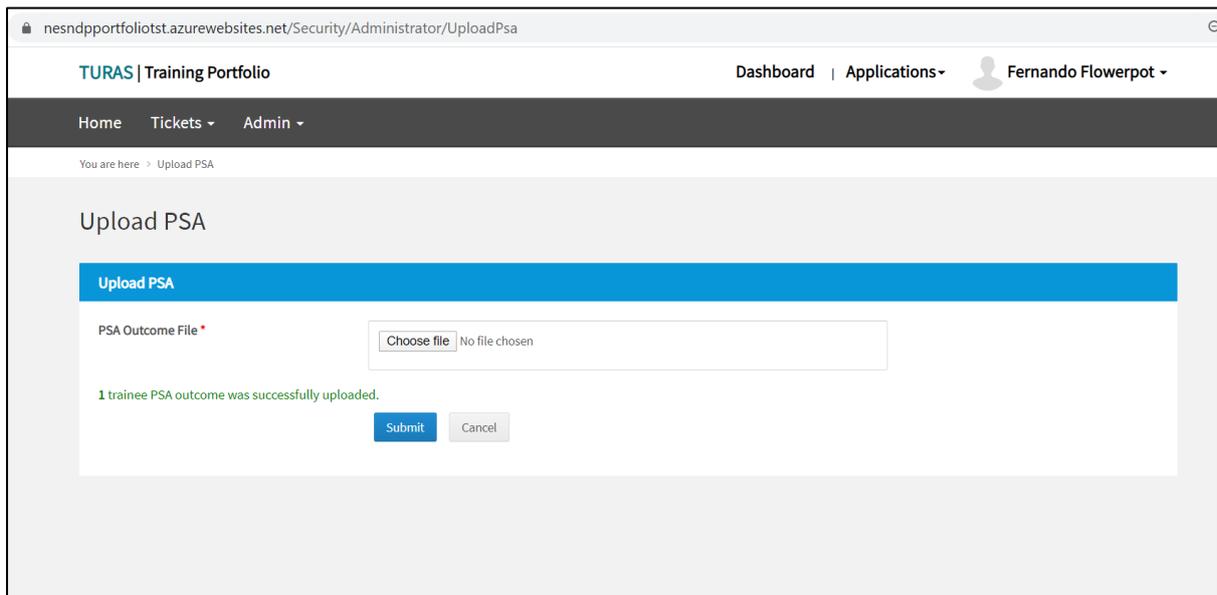
The screenshot shows an Excel spreadsheet titled 'PSA Upload Sample.xlsx'. The spreadsheet has the following columns: Reg ID, First Name, Last Name, Pass/Fail, and Date. The data is as follows:

1	Reg ID	First Name	Last Name	Pass/Fail	Date
2	22224544	Boba	Fett	Pass	16/02/2021
3					
4					
5					

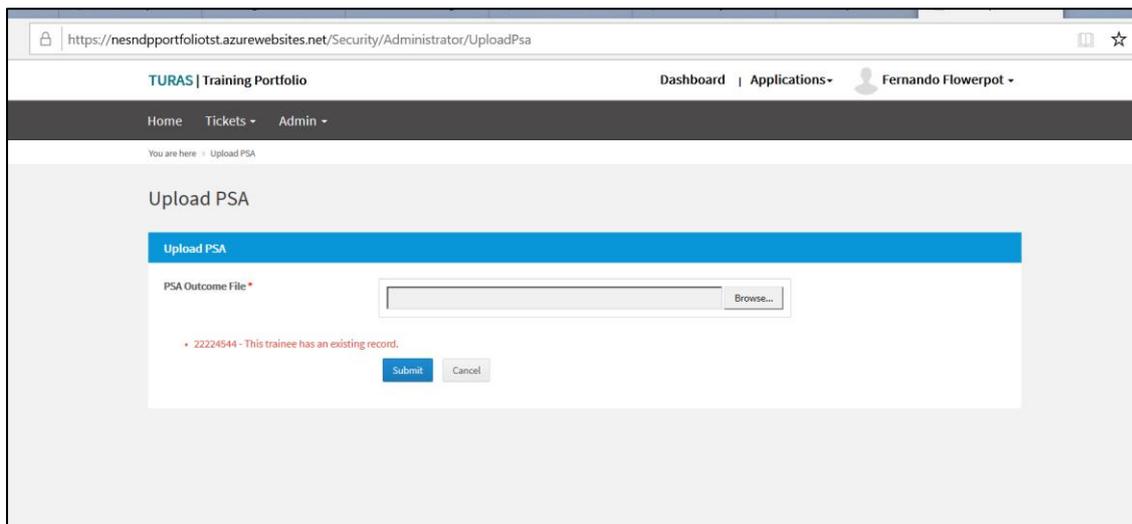


On upload attempt you will receive a note to advise if the upload has been successful or if there were any issues found.

Example of a successful upload message



Example of an unsuccessful upload message



Examples of why an upload would fail

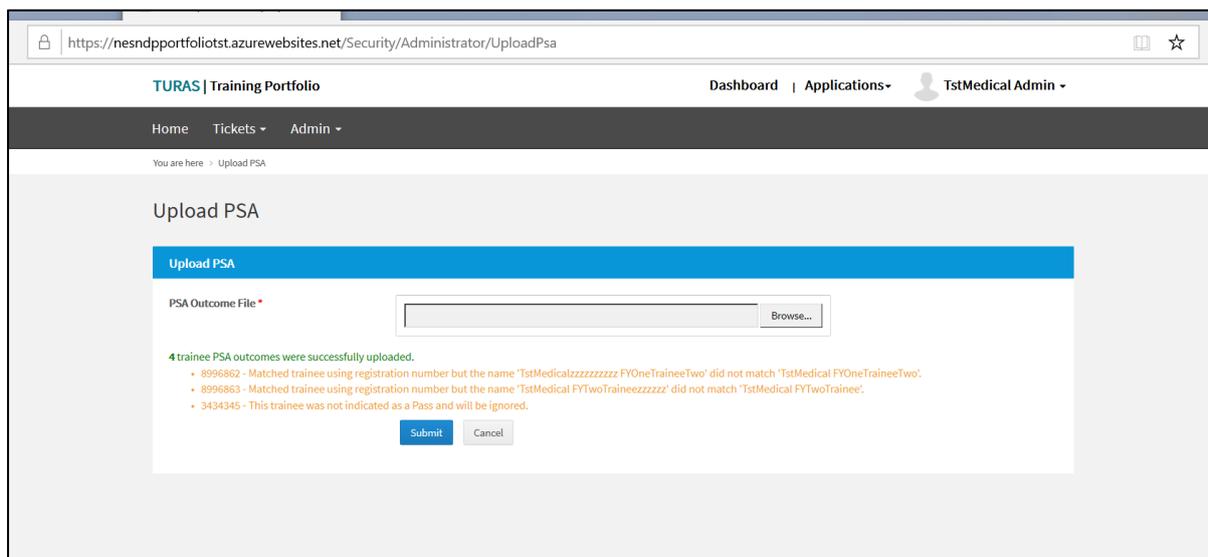
Please note: Any of these will prevent the entire upload from being completed

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'.

TURAS | Training Portfolio Dashboard | Applications | **Boba Fett**

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

You are here > Portfolio Homepage > Mandatory Certificates

Mandatory Certificates

What you need to know

- What mandatory certificates do I have to complete?
- How do I link a certificate to the curriculum?

Record New Certificate

You have completed the training for a mandatory certificate and would like to add the evidence to your portfolio [Add a new certificate](#)

Status

FY1 PSA Completed	FY2 None
----------------------	-------------

Mandatory Certificates

Certificate	Expiration Date	Confirmed	Actions
Prescribing Safety Assessment (PSA)		Yes	Actions

add the evidence to your portfolio

Mandatory Certificates

Certificate	Expiration Date	Confirmed	Actions
Prescribing Safety Assessment (PSA)		Yes	Actions

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.

Mandatory Certificate Details

Mandatory Certificates

Trainee's Name: Boba Fett

Trainee's Registration Number: 22224544

Certificate Name: Prescribing Safety Assessment (PSA)

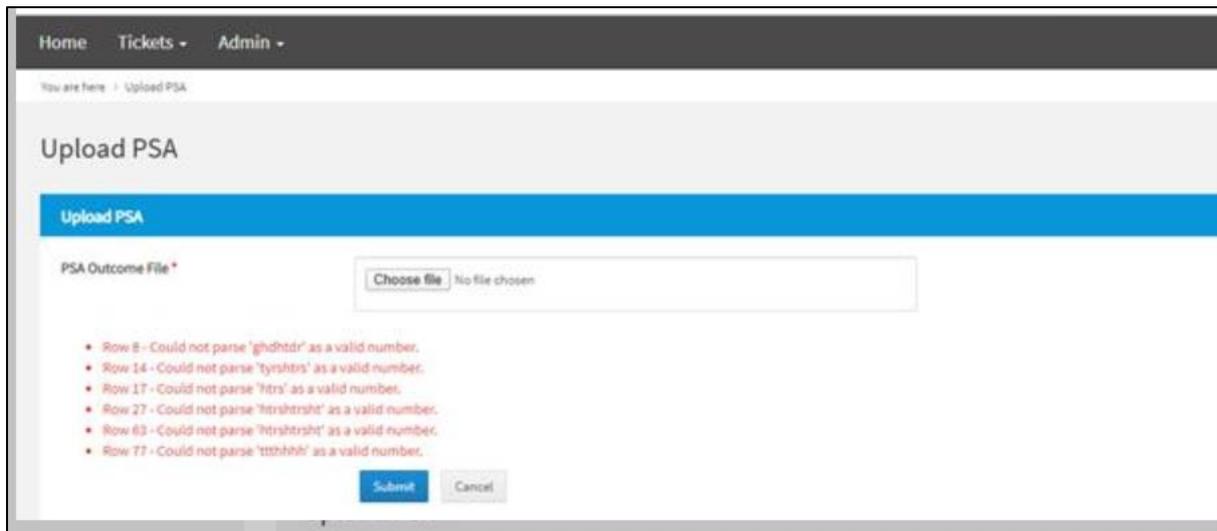
Details Confirmed: **Yes**

Confirmed By: Fernando Flowerpot

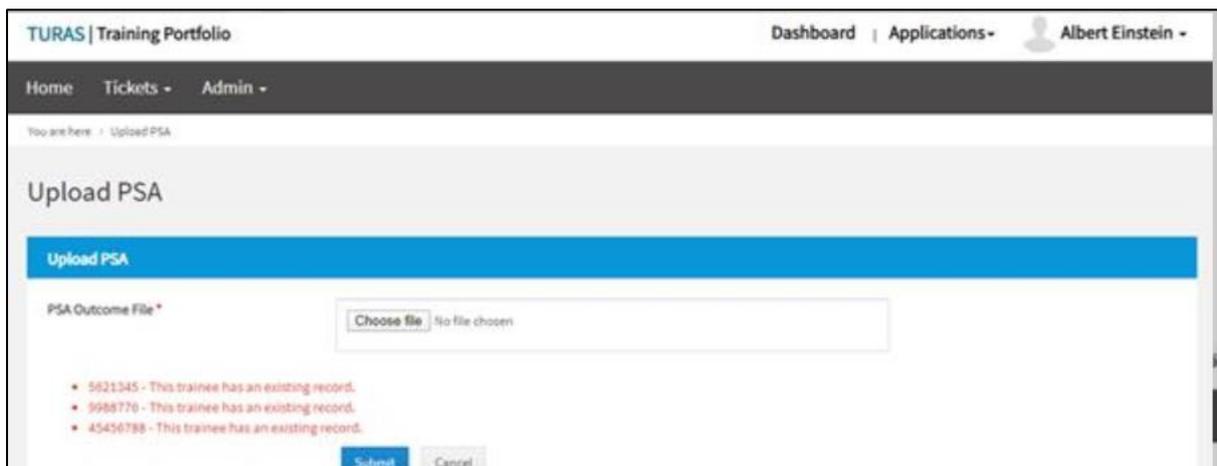
Confirmation Date: 17/02/2021

[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:

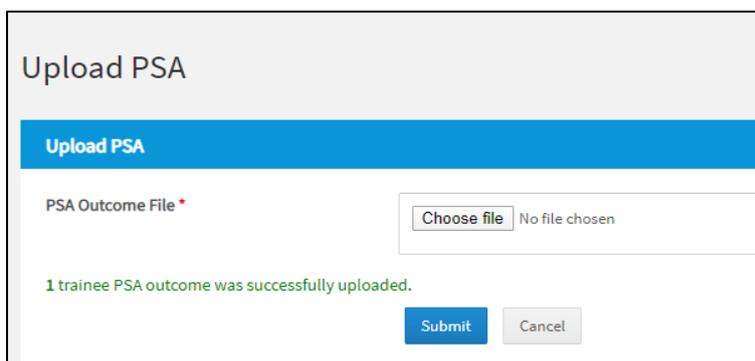


Then once resolved and upload attempted again you will get another error for a second group of trainees with same issue.

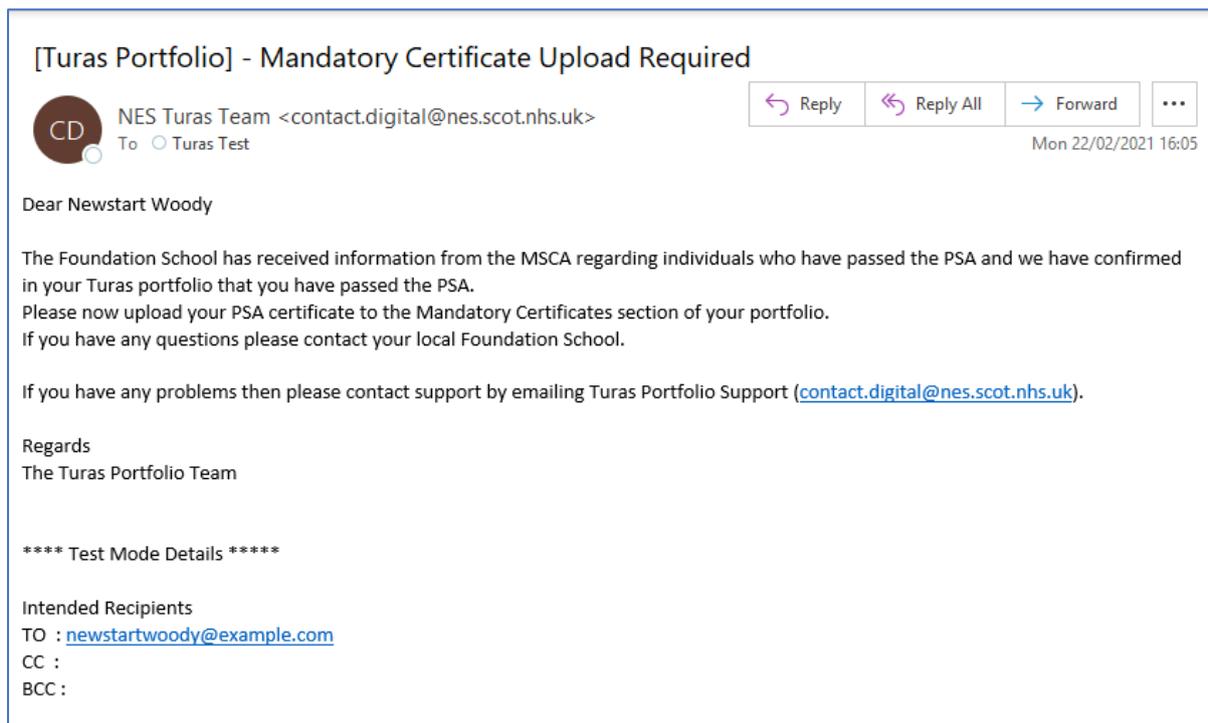


- Once an Administrator has uploaded the PSA, the trainee will receive an email and notification on Portfolio to upload a copy of their PSA certificate.

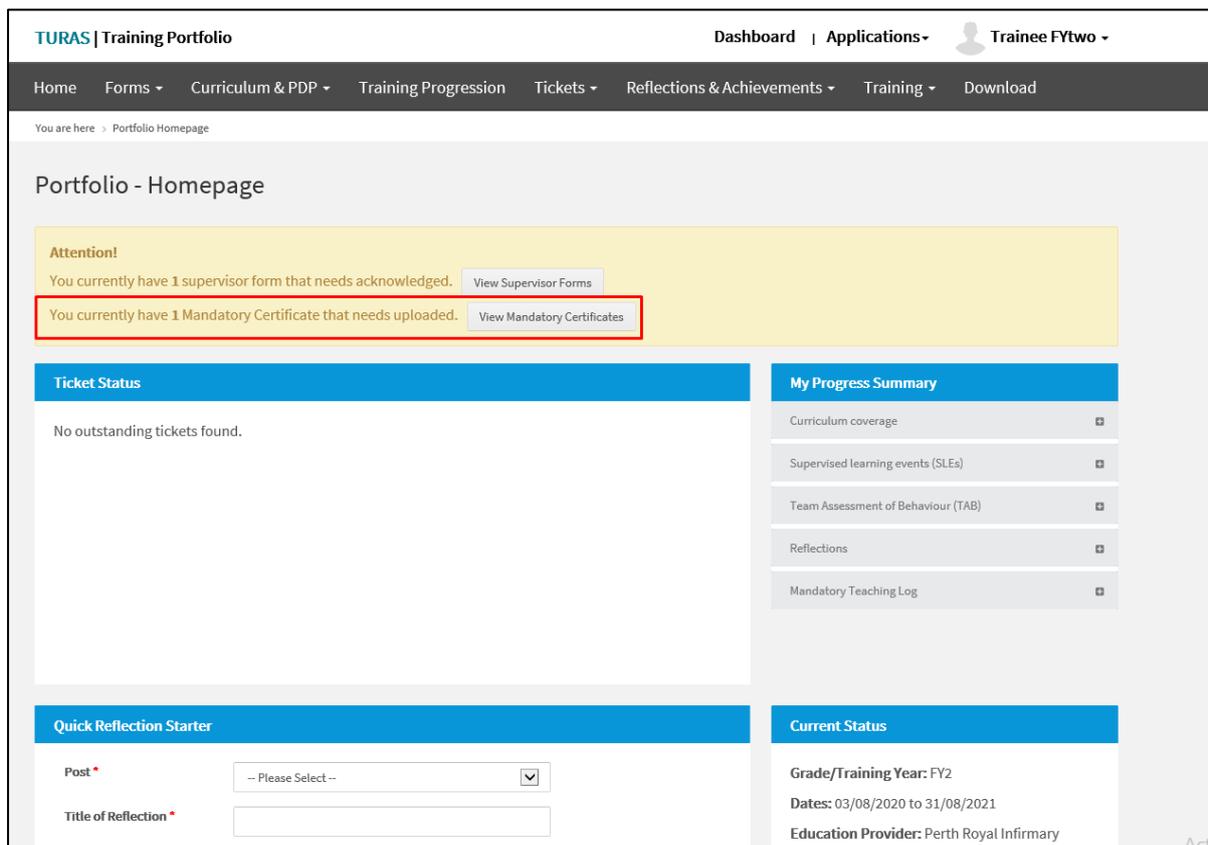
After a successful upload an administrator receives the below message:



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



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.

TURAS | Training Portfolio Dashboard | Applications | Trainee FYtwo

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

You are here > Portfolio Homepage > Mandatory Certificates

Mandatory Certificates

What you need to know

What mandatory certificates do I have to complete?

How do I link a certificate to the curriculum?

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

Mandatory Certificates			
Certificate	Expiration Date	Confirmed	Actions
Prescribing Safety Assessment (PSA)		Yes	<div style="border: 1px solid #ccc; padding: 2px;"> Actions <ul style="list-style-type: none"> View Link Upload </div>

Once upload selected, trainees are presented with the below:

Upload Mandatory Certificate

Upload Certificate

Select Certificate to Upload *

Browse...

Update
Cancel

TURAS | Training Portfolio Dashboard | Application

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

You are here > Portfolio Homepage > Mandatory Certificates > Upload Mandatory Certificate

Upload Mandatory Certificate

Upload Certificate

Select Certificate to Upload *

Browse...

Update
Cancel

Are you sure you want to Update? ✕

Confirm 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?
- How do I link a certificate to the curriculum?

Record New Certificate

You have completed the training for a mandatory certificate and would like to add the evidence to your portfolio [Add a new certificate](#)

Status

FY1	FY2
PSA Completed	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.

Mandatory Certificate Details

Mandatory Certificates

Trainee's Name Trainee FYtwo

Trainee's Registration Number 5621345

Certificate Name Prescribing Safety Assessment (PSA)

Certificate [Download Certificate \(PSA Upload Document.docx, 12 KB\)](#)

Details Confirmed Yes

Confirmed By TstMedical Admin

Confirmation Date 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 Portfolio Dashboard | Applications- Trainee FYtwo

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

You are here > Portfolio Homepage

Portfolio - Homepage

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

Ticket Status

No outstanding tickets found.

My Progress Summary

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

- **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.

Trainee Details

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 - 31/12/2021, Trauma and Orthopaedic Surgery, Obstetrics and Gynaecology, General (Internal) Medicine - Victoria Infirmary - West Foundation Programme 26 - FY1 (WOS2237)

Category	Attention Items	Status	Actions
Core Procedures		0	
Supervised Learning Events (SLEs)		0	
Supervisor Forms		1	

Mandatory Certificates

Name	Expiration Date	Details Confirmed	Actions
Prescribing Safety Assessment (PSA)		Yes	<div style="border: 1px solid #ccc; padding: 2px;"> Actions ▾ View Delete </div>

Declarations

Name	Grade	Signature Date	Actions
Probity declaration	FY1	03/11/2020	<div style="border: 1px solid #ccc; padding: 2px;"> Actions ▾ </div>

The screenshot displays the TURAS Training Portfolio web application. At the top, a browser tab bar shows several open tabs including 'Turas Test', 'Turas Test - Sign in...', 'TPM Tes Login', 'NES Intranet', 'PRPS Recruitment -...', 'TPM contacts', and 'Service Desk Home...'. The application header includes the 'TURAS | Training Portfolio' logo on the left and 'Dashboard | Applications' with a user profile icon labeled 'Alber' on the right. A navigation menu below the header contains 'Home', 'Tickets', and 'Admin'. A breadcrumb trail reads 'You are here > Training Programme Administrator > Trainee Profile > Delete Man...'. A central confirmation dialog box is open, asking 'Are you sure you want to Delete?' with a close button (X) in the top right corner. The dialog features a green 'Confirm Delete' button and a grey 'Cancel' button. The main content area is titled 'Delete Mandatory Certificate' and contains a blue button labeled 'Delete Certificate'. Below this, a table lists trainee information with the following data:

Trainee's Name
Newstart Woody