

Professional Portfolio

Clinical Fellows

How do I access Professional Portfolio?

The screenshot shows the TURAS Dashboard interface. At the top, it says 'TURAS | Dashboard' and 'Applications ▾ Ron Recognise ▾'. Below this is a 'Home' section with the NHS Education for Scotland logo and a 'Welcome to TURAS' message. The message states: 'Turas is NHS Education for Scotland's (NES) new single unified digital platform for health and social care professionals. From here you can access all your NES applications with a single secure sign on. Our aim is to provide you with the information and resources you need to support you throughout your career in the public sector. For people working in health and social care'. To the right of the text is an illustration of a laptop and a tablet. Below the welcome message is an 'Applications' section with the text 'This is your dashboard. You can access all your applications from here.' and two buttons: 'Learn' and 'Professional Portfolio'. To the right of these buttons is a '+ Add Applications' link. A blue arrow points from the 'Professional Portfolio' button to the text below, and another blue arrow points from the '+ Add Applications' link to the 'Professional Portfolio' button. A vertical 'Helpdesk' button is visible on the right edge of the dashboard.

Applications
This is your dashboard. You can access all your applications from here.

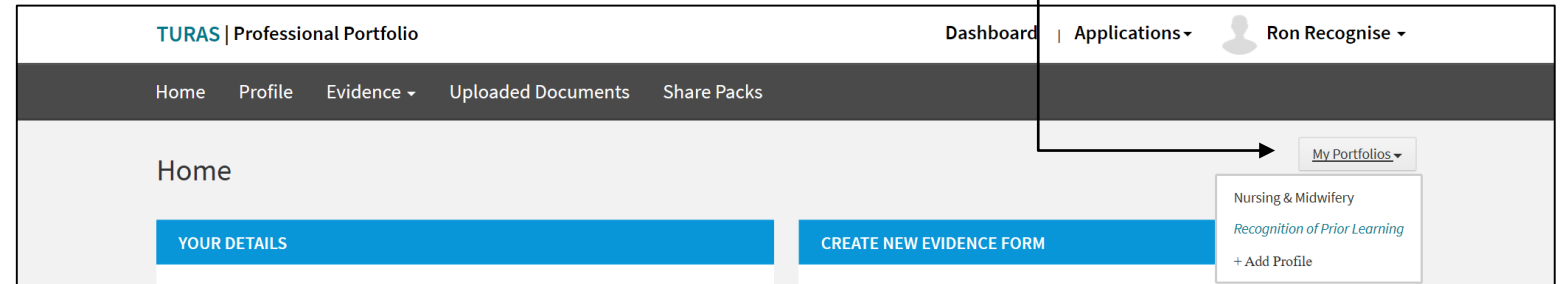
[Learn](#) [Professional Portfolio](#)

[+ Add Applications](#)

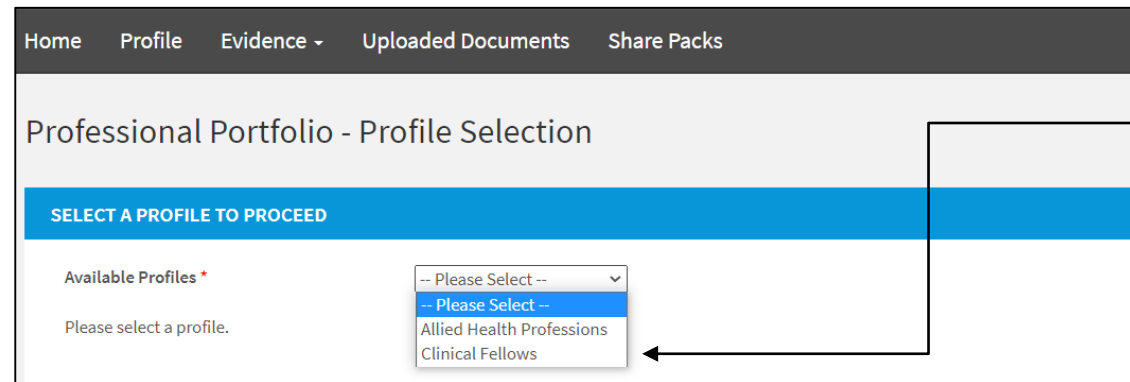
To add Professional Portfolio to your Turas Dashboard click 'Add Applications' and choose Professional Portfolio from the choices given. This will then allow you to access Professional Portfolio from your desktop.

Which Portfolio is applicable to me?

Once you have accessed Professional Portfolio click on 'My Portfolios'



Select 'Add Profile'
Select 'Add Profile'



Select 'Clinical Fellows'

Sign the required declaration

Home Profile Evidence ▾ Uploaded Documents Share Packs

Professional Portfolio - Profile Selection

SELECT A PROFILE TO PROCEED

Available Profiles *

Turas Professional Portfolio

The Turas Portfolio is available to Clinical Fellows.

The Turas Portfolio has been developed to allow Clinical Fellows across Scotland to generate, record, reflect upon and share evidence of their learning and continuing professional development. This evidence can then be used as part of appraisals, career development, programmes of learning and for regulatory purposes.

Terms and Conditions

To access and use the Turas Professional Portfolio you must read and accept the terms and conditions under which Portfolio is provided to you by NHS Education for Scotland (NES).

- You are responsible for keeping your password confidential and in notifying NES if you believe that the security of your password has been compromised
- Access to the information/evidence contained within your user account is restricted to you and your own use, you will however be able to share your information/evidence with others of your choosing
- Administrators will have access to your profile only to assist with any support requests that you make
- Standard NHS regulations around confidentiality and use of non-identifiable information apply in Portfolio
- You must NOT use Portfolio to obtain feedback directly from patients, clients, service users or carers
- You are responsible for determining what information/evidence is retained within your Portfolio and for how long
- With regard to use of the Portfolio by Clinical Fellows in Scotland, NHS Education for Scotland (<http://nes.scot.nhs.uk/privacy-and-data-protection.aspx>) is data controller under the terms of the Data Protection Act 1998.

Confirm Acceptance *

Yes, I accept
 No, I do not accept

Select 'Yes, I accept' or you won't be able to Add Profile

Select 'Add Profile'

Homepage Explained

The screenshot shows the TURAS Professional Portfolio homepage for a user named Ron Recognise. The page is divided into several sections:

- Navigation:** Home, Profile, Evidence, Uploaded Documents, Share Packs.
- YOUR DETAILS:** A section containing personal information such as Name (Ron Recognise), Current Role (Adult nurse), Primary Email Address (ronrec@example.com), and Contact Phone Number. It also lists Professional Registrations, including NMC (43W9124W). A "Manage Details" button is present.
- SHARE PACK:** A section titled "CREATE A NEW SHARE PACK" with a description: "A share pack is used to organise and showcase your evidence." A "Create" button is located below the text.
- CREATE NEW EVIDENCE FORM:** A section for creating a new evidence form. It includes dropdown menus for "Type of evidence" and "Form", and a "Create" button.
- UPLOAD DOCUMENT:** A section for uploading images or documents. It includes a "Tags" section with checkboxes for Revalidation, Career Development, Appraisal, Evidence, Mentor/Practice Teacher, and Other. It also has input fields for Title, Date (dd/mm/yyyy), and Description, and a "Document" field with a "Browse..." button. An "Upload" button is at the bottom.

Annotations with red arrows point to specific features:

- Your Details/Profile Menu Option – these are the details which are held within the Turas Platform for you** (points to the Profile menu item).
- Create New Evidence/Evidence menu Option – allows you to add evidence relevant to your post/learning** (points to the Evidence menu item).
- Allows you to upload a document/photo** (points to the Upload Document section).
- Sharepack – allows you to share evidence with a nominated person and to view previously created packs** (points to the Share Pack section).

How do I
update my
details?

YOUR DETAILS

Name	Ron Recognise
Current Role	Adult nurse
Primary Email Address (linked to TURAS account)	ronrec@example.com
Contact Phone Number	

Professional Registrations

NMC	43W9124W
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Click
here



Manage Details

How do I Update 'Your Details'?

Choose the section you wish to update by clicking on the relevant 'Edit' option

PROFESSIONAL PROFILE

Your Details Education Employment Achievements

TURAS DETAILS

Forename	Ron
Surname	Recognise
Email Address linked to Turas	ronrec@example.com
Primary Sector	Private Healthcare in Scotland
Primary Organisation	Private healthcare other
Current Role	Adult nurse
<u>Professional Registrations</u>	
NMC	43W9124W

Edit Your TURAS Details

PROFESSIONAL DETAILS

Work Address

Contact Phone Number

Edit Your Professional Details

PERSONAL DETAILS

Personal Address

Secondary Email Address

Edit Your Personal Details

How do I add/update Education details?

Click to add new record



Create New Entry

Choose Education Tab



PROFESSIONAL PROFILE

Your Details Education Achievements

Show 10 entries Search:

From Date	To Date	Title	Institution	Award/Grade	Date Of Award	Actions
You haven't created any entries yet						

Showing 0 to 0 of 0 entries Previous Next

EDUCATION

Title *

From Date *

To Date

Educational Institution

Award/Grade

Date of award

Save Save & Exit Cancel

Add the relevant detail

Detail will then show on summary table and can be removed/updated via 'Actions'



PROFESSIONAL PROFILE

Your Details Education Employment Achievements

Create New Entry

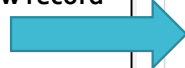
Show 10 entries Search:

From Date	To Date	Title	Institution	Award/Grade	Date Of Award	Actions
03/03/2020	04/03/2020	Test 1	NHS Education for Scotland	Degree	05/03/2020	Actions

Showing 1 to 1 of 1 entries Previous 1 Next

How do I add/update Employment details?

Click to add new record



Create New Entry

Choose Employment Tab



PROFESSIONAL PROFILE

Your Details | Education | **Employment**

Show 10 entries

Search:

From Date	To Date	Title	Main Responsibilities	Organisation	Actions
You haven't created any entries yet					

Showing 0 to 0 of 0 entries

Previous Next

Detail will then show on summary table and can be removed/updated via 'Actions'



EMPLOYMENT HISTORY AND WORK EXPERIENCE

Title *

From Date *

To Date

Main Responsibilities

Organisation

Save Save & Exit Cancel

Add the relevant detail

From Date	To Date	Title	Main Responsibilities	Organisation	Actions
03/03/2020		Health Support Worker	test	NHS Lothian	Actions

Showing 1 to 1 of 1 entries

Previous 1 Next

How do I add/update my Achievements?

Click to add new record



Create New Entry

Choose Employment Tab



PROFESSIONAL PROFILE

Your Details | Education | Employment | **Achievements**

Show 10 entries Search:

From Date	To Date	Title	Achievement Type	Details	Actions
You haven't created any entries yet					

Showing 0 to 0 of 0 entries Previous Next

ACHIEVEMENT

Title *

From Date *

To Date

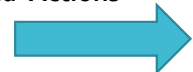
Details

Achievement Type *

- Please Select --
- Professional Achievement
- Research, publications and presentations
- Interests and Personal Achievements
- Additional Information
- Supporting Statement
- Personal Profile

Add the relevant detail

Detail will then show on summary table and can be removed/updated via 'Actions'



From Date	To Date	Title	Achievement Type	Details	Actions
03/03/2020		Test	Professional Achievements	Test	Actions

Showing 1 to 1 of 1 entries Previous 1 Next

How do I add Evidence?

Choose the type of evidence you want to add

CREATE NEW EVIDENCE FORM

Select options to create a new evidence form.

Type of evidence

Form

Once Type and Form chosen click create and complete the details required

Choose the form you wish to complete based on the Type you have chosen

CREATE NEW EVIDENCE FORM

Select options to create a new evidence form.

Type of evidence

Form

How do I view/update evidence I have added?

Home Profile Evidence ▾ Uploaded Documents Share Packs

Learning For
Feedback
Reflections

WHAT YOU NEED TO KNOW

- Record of Learning Activity information
- When could I use the Record of Support or Supervision?
- What is the Professional Journey Planner?

RECORD NEW LEARNING FORM

You want to record a learning activity, support or supervision session, or professional journey plan.

Create Learning Form ▾

LEARNING FORMS

Show 10 ▾ entries Search:

Date	Title	Form	Actions
03/03/2020	Test	Record Of Learning Act	Actions ▾
01/02/2020	Giving Injections in the buttocks	Record Of Learning Activity	Actions ▾
06/12/2019	Toenail trimming	Record Of Learning Activity	Actions ▾
05/01/2020	Test 1	Record Of Learning Activity	Actions ▾
11/09/2019	RPL Support 1	Record Of Support Or Supervision	Actions ▾

Showing 1 to 5 of 5 entries

Previous 1 Next

Select the type of evidence you wish to view

You can create from this page also

Click on 'Actions' for the evidence you wish to view/update

How do I share
evidence I
have
collected?

Click 'Create'




SHARE PACK

CREATE A NEW SHARE PACK

A share pack is used to organise and showcase your evidence.

[Create](#)



Creating a Sharepack – Step 1

Create Share Pack



SHARE PACK TITLE

Profile

Recognition of Prior Learning

Share Pack Title *

Test Power

Cancel Create and Next Step

Add Title and click Create

Creating a Sharepack – Step 2

Select the Profile Item(s) you wish to include in the Sharepack by selecting the relevant Tab and marking the check box for the relevant item(s). Then save and move onto next step

Step 1 Name your Share Pack Step 2 Add Profile Items Step 3 Add Evidence Items Step 4 Preview

ADD PROFILE ITEMS

Title: Test Power

Click on the tabs below to select the items from your Profile section that you wish to include in this Share Pack. The items you select will appear in the green Your Share Pack tab.

Your Share Pack (1) Your Details Education Employment Achievements

TURAS DETAILS

Forename	Ron
Surname	Recognise
Email Address linked to Turas	ronrec@example.com
Primary Sector	Private Healthcare in Scotland
Primary Organisation	Private healthcare other
Current Role	Adult nurse
<u>Professional Registrations</u>	
NMC	43W9124W

Add to Share Pack?

PROFESSIONAL DETAILS

Work Address

Contact Phone Number

Add to Share Pack?

PERSONAL DETAILS

Personal Address

Secondary Email Address

Add to Share Pack?

Exit Previous Save Save and Next Step

Create Sharepack – Step 3

ADD EVIDENCE ITEMS

Title: Test Power

Click on the tabs below to select the items from the Evidence and Uploaded Documents sections that you wish to include in this Share Pack. The items you select will appear in the green Your Share Pack tab.

Your Share Pack (5) Learning Feedback Reflections Uploaded Docs

Show 10 entries Search:

Date	Title	Form Type	Feedback	From	Add to Share Pack?
03/03/2020	test feedback (View)	Generic Feedback Form	really great	Jamie Reid	<input checked="" type="checkbox"/>
19/09/2019	RPL gen feedback 1 (View)	Generic Feedback Form	a	a a	<input checked="" type="checkbox"/>

Showing 1 to 2 of 2 entries

Previous 1 Next

Exit Previous Save Save and Next Step

Select the Evidence you wish to include in the Sharepack by selecting the relevant Tab and marking the check box for the relevant item(s). Then save and move onto next step


Create Sharepack – Step 4


Step 1 Step 2 Step 3 Step 4

Name your Share Pack Add Profile Items Add Evidence Items Preview


TITLE: TEST POWER


Name Ron Recognise


1. TURAS DETAILS 

2. EDUCATION : TEST 1 

Title	Test 1
From Date	03/03/2020
To Date	04/03/2020
Educational Institution	NHS Education for Scotland
Award/Grade	Degree
Date of award	05/03/2020

3. ACHIEVEMENT : TEST 

4. FEEDBACK FORM : TEST FEEDBACK 

5. FEEDBACK FORM : RPL GEN FEEDBACK 1 

Previous Finished Share Link

You can preview each area by clicking on the +

When you are happy click here

Creating Sharepack – Last Step

SHARE YOUR SHARE PACK: TEST POWER

Recipient Name * / Email *

Purpose of Sharing *
Enter message to recipient

Link Expires *
Enter date you wish the link to expire

Click 'Share Link' and recipient will receive an email with a link to the shared evidence – they cannot access your Portfolio only what you have shared

Enter the details of who you wish to share evidence with, if more than 1 click 'Add Recipient'

ACTIVE SHARED LINKS: TEST POWER

Show entries

Recipient Name	Email	Expires	Last Sent	Last Viewed	Actions
You haven't shared any links yet					

Showing 0 to 0 of 0 entries

Clicking here will allow you to view who you have previously shared evidence with