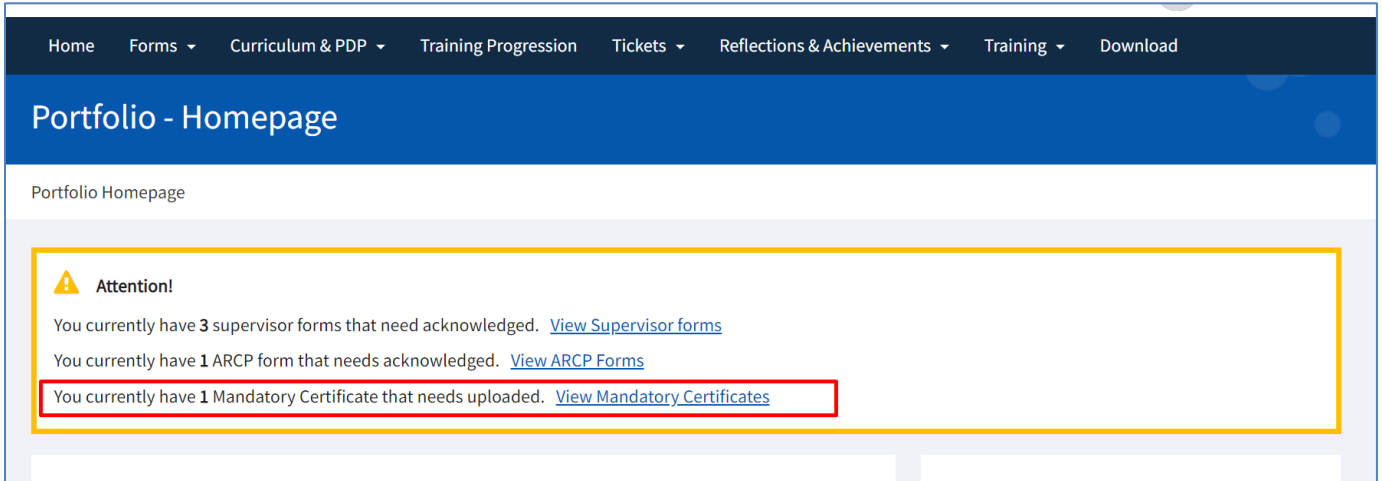


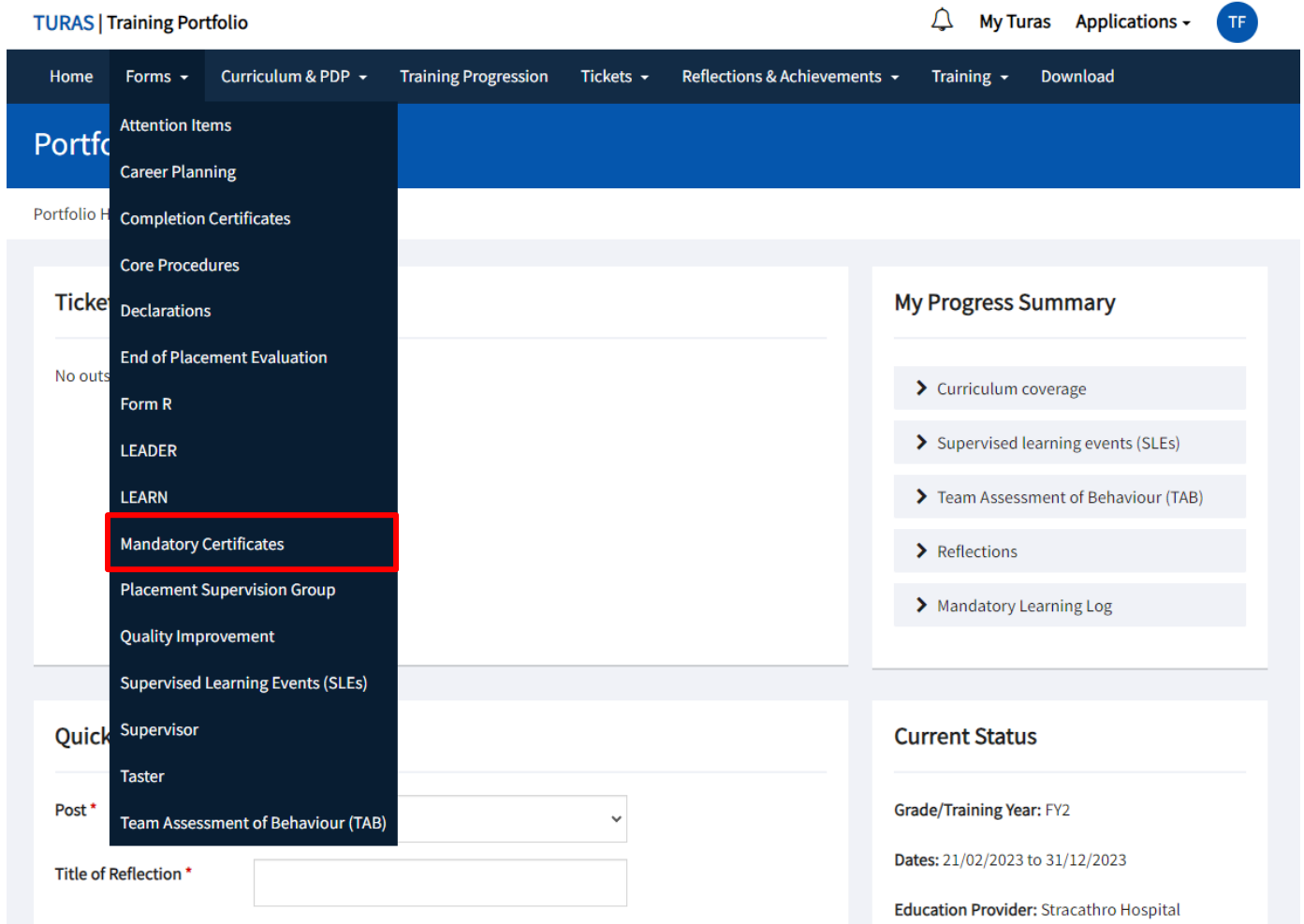
Medical Foundation – PSA Certificate Upload Process Trainee Turas Training Portfolio

Step 1

The Trainee should receive a notification that a Mandatory Training needs uploaded, and can click the link to be taken to the Mandatory Certificates page.



If this notification is not appearing, the Trainee can click on Mandatory Certificates via the Forms tab:



Step 2

The Trainee will see the PSA outcome under the Mandatory Certificates heading and be able to View, Link, or Upload from the Actions dropdown list.

Mandatory Certificates

Portfolio Homepage > 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
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Mandatory Certificates

Certificate	Expiration Date	Confirmed	Actions
Prescribing Safety Assessment (PSA)		Yes	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Actions ▾ </div> <div style="border: 2px solid red; padding: 5px; margin-top: 5px; width: fit-content;"> <ul style="list-style-type: none"> <li style="padding: 2px 10px;">View <li style="padding: 2px 10px;">Link <li style="padding: 2px 10px;">Upload </div>

Step 3

Upon clicking “Upload”, the Trainee will be asked to upload a the certificate:

TURAS | Training Portfolio

 My Turas Applications ▾ TF

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

Upload Mandatory Certificate

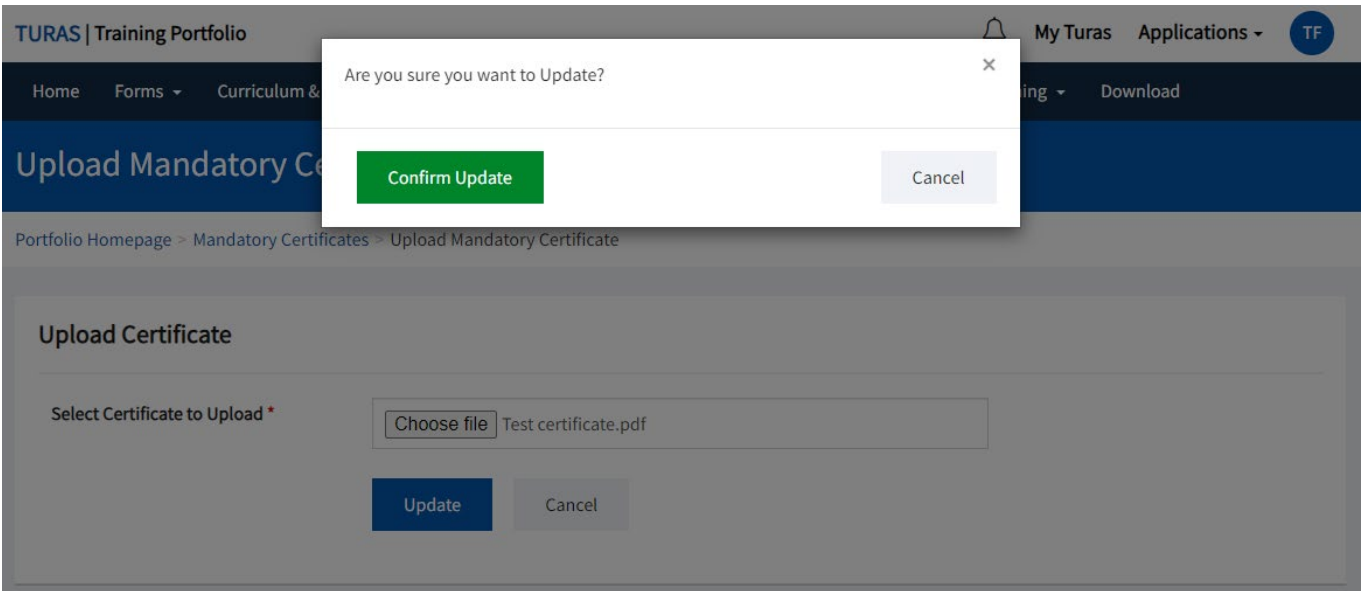
Portfolio Homepage > Mandatory Certificates > Upload Mandatory Certificate

Upload Certificate

Select Certificate to Upload *

Choose file Test certificate.pdf

Update
Cancel



Step 4

Once uploaded, the Trainee will now be able to View or Link the certificate:

Mandatory Certificates

Portfolio Homepage > 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	<div style="border: 2px solid red; padding: 5px;"> Actions ▾ View Link </div>

Step 5

If Viewing the certificate, the Trainee can view the details and download the certificate file they uploaded earlier, as well as linking to the Curriculum.

Mandatory Certificate Details

Portfolio Homepage > Mandatory Certificates > Mandatory Certificate Details

Mandatory Certificates

Trainee's Name	Tstmedical Fytwo
Trainee's Registration Number	65615
Certificate Name	Prescribing Safety Assessment (PSA)
Certificate	Download Certificate (Test certificate.pdf, 34 KB)
Details Confirmed	Yes
Confirmed By	TstMedical Admin
Confirmation Date	10/08/2023

[Link to Curriculum](#)

[< Go Back](#)